

Monday, July 23, 2018

## Dancewave Seeks Special Events Intern

Company: Dancewave  
Location: Brooklyn, NY  
Compensation: Monthly travel stipend provided; Free dance and fitness classes

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POSITION: Special Events Internship at Dancewave

HOURS: This is a part-time, 15-20 hours/week position for six months. Selected candidate will work primarily at Dancewave's office in Brooklyn, NY.

START DATE: August 2018

ORGANIZATIONAL BACKGROUND: Dancewave provides all NYC youth access to a supportive dance experience that embraces and encourages individuality and equips students with the life skills to unlock their full potential as people and community members.

JOB DESCRIPTION: Dancewave seeks an intern to assist the Special Events Coordinator in the production of events including Dancing Through College & Beyond (DTCB), New Dancewave Center grand opening, and annual spring gala. Skills cultivated during this internship will assist aspiring individuals pursue a career in event management, non-profit fundraising, and marketing/social media management.

Position Responsibilities:

- Assist with planning, execution, and follow up of events
- Coordinate and manage volunteer committee for Dancing Through College & Beyond
- Manage in-kind donations and sponsorships
- Assist in event advertising and promotion, in conjunction with Marketing department
- Respond to email and telephone inquiries regarding events and registration
- Process registration and payments in Dancewave's online database (Salesforce)

### KNOWLEDGE, SKILLS AND ABILITIES

Required:

- Must be available all day October 12th, 13th, & 14th 2018 (for DTCB)
- Ability to be flexible and willing to assist in other tasks as assigned
- Superb written and verbal communication skills
- Highly detail oriented
- Proficient in Microsoft Office Suite (Word, Excel, Powerpoint)

Preferred:

- Knowledge of dance and interest in dance education and special events
- Familiarity with Salesforce (or similar database) or Adobe Creative Suite

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To Apply:

Please email resume and cover letter to [jobs@dancewave.org](mailto:jobs@dancewave.org), with the subject title "Special Events Intern"

Dancewave is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Dancewave is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.

Dancewave  
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For more information:  
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[< back](#)

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