

Monday, July 2, 2018

## Jennifer Muller/The Works seeking Interns!

Company: Jennifer Muller/The Works  
Location: New York, NY

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Jennifer Muller/The Works seeks dedicated and enthusiastic interns for the summer and fall 2018!

Internships are offered on an ongoing basis, but can be created on a semester, quarterly or yearly schedule. The Works is thrilled to offer 2-3 internship positions (with consideration of turning it into a part-time paid position); interns will contribute 10-12 hours per week in the office, with a flexible schedule.

The Works would be happy to work with students looking to obtain academic credit for their service, but it is also not a requirement. While this internship is unpaid, there is strong potential to lead into a part-time job opportunity. Interns must be 18 years of age and live in New York/New Jersey.

The Works is supportive and understanding of a learning environment, and will welcome any level of experience. The nonprofit is looking for interns with a mature attitude and willingness to learn! Interning with Jennifer Muller/The Works will allow students and young professionals to gain hands-on and valuable experience in the management and operations of a dance company in NYC. Internships are available in the following areas: General Administration; Development/Fundraising; Information Systems; Marketing & PR; Social Media.

### Benefits of an internship with JMTW:

- You will gain professional experience to build your resume in the NYC dance field.
- You will network with dance professionals and work closely with members of the artistic community.
- You will learn a wide range of skills (administration, technical theater, booking and scheduling, etc.).
- You will be able to volunteer at and attend performances.
- You will be mentored and encouraged to ask questions, give input, and receive feedback.
- You will be an invaluable part of The Works' creative and administrative team!

### Requirements:

- A passion for the arts.
- Must be able to work in our NYC office in person.
- A minimum of 10 hours a week over a period of at least two months (flexible schedule).
- Ability to work independently and also to work in teams.
- Candidates should be energetic, eager to learn and have a self-starter attitude.
- Candidates should be detail-oriented and have excellent professional, interpersonal, and organizational skills. Candidates should be energetic, eager to learn and have a self-starter attitude.
- Candidates must have excellent verbal and written communication skills.
- Candidates must be proficient in Microsoft Word, Excel, PowerPoint, Adobe Acrobat, Google Drive, and Internet research.

The following abilities/experiences are a plus but not required:

- Bachelor's Degree is preferred, but not required; however, it will be an important consideration for further career development with the company.
- Experience working in the dance industry or in the area of nonprofits.
- Use of social media platforms: Facebook, Twitter, Instagram, etc.
- Experience in customer service; basic phone etiquette.
- Editing software Final Cut; Adobe Premiere; iMovie; InDesign, Photoshop.
- Others: WordPress, Constant Contact, MailChimp, SquareSpace, Wix, etc.
- Basic accounting and budgeting abilities (experience with QuickBooks). Instagram

To apply: Please send your cover letter and resume to [kneely@jmtw.org](mailto:kneely@jmtw.org); please also include a link for your LinkedIn (optional).

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