

Tuesday, August 14, 2018

Dancewave seeks Executive, Marketing, and Arts in Education Interns!

Company: Dancewave

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Arts Administration Internship at Dancewave

The Arts Administration Internship at Dancewave is a great opportunity for a passionate and highly motivated individual interested in arts administration to gain active, hands-on experience in a non-profit arts organization. Dancewave is currently seeking interns in the following areas: marketing and communications; arts in education; and executive assistance. As an intern, you will contribute to long-term projects in addition to projects that are essential to day-to-day operations at Dancewave. This position is an incredible opportunity to develop new skills and contribute to the growth of an innovative, rapidly expanding arts organization.

Responsibilities:

Providing administrative support by answering office phone lines, responding to general inquiries, email correspondence, and data entry

Greeting visitors and answering questions regarding programs and services

Attending meetings as directed and creating detailed task lists for follow up

Completing research projects and synthesizing information to share with Dancewave staff

Assist with planning, coordination, and advertising of Dancewave events, including Dancing Through College and Beyond (October 13-14) and Winter performances (December 8-9)

Special projects based on internship placement

Qualifications:

Superb written and verbal communication skills & attention to detail

Ability to work in a fast-paced, professional office environment

Passion for Dancewave's mission and commitment to serving youth

Proficiency in Microsoft Office and Google Suite; Salesforce a plus

Commitment: 15-20 hours per week from September - December 2018 (with an opportunity to extend for the spring)

Compensation: Monthly transportation stipend available.

To Apply: Email resume and cover letter to jobs@dancewave.org, with "Arts Administration Internship" in the subject title. No phone calls please.

For more information about Dancewave, visit: www.dancewave.org

Dancewave

For more information:
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