

Tuesday, August 14, 2018

## GALLIM SEEKS GRAPHIC DESIGN & MARKETING INTERN - APPLY NOW!

Company: Gallim  
Location: Brooklyn, NY  
Compensation: Yes

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# GALLIM

Internships at Gallim offer individuals the unique opportunity to be involved in a dynamic, world-renowned arts organization that supports and shares the dynamic artistic vision of Artistic Director & Choreographer Andrea Miller. Intern will work closely with Gallim staff to provide artistic, administrative, production, and operational support as the company prepares for its world premiere at The Joyce Theater in February 2019.

Interns function as integral members of the Gallim administrative team and work out of the company's office and rehearsal space in Brooklyn's Clinton Hill neighborhood. They are charged with upholding the organization's work standards, ethics, and policies.

Internships with Gallim are typically a semester-long commitment of at least 15 hours per week, with extensions possible, and a stipend. School credit is also available upon request.

As a Gallim Intern, you will receive:

Invaluable training and mentorship towards your professional career in arts administration at a world-class dance company, at a particularly critical time of tremendous growth and strategic opportunity

Material to include in your professional portfolio

Discounted performances and dance classes (when available)

University credit, work-study, independent study, and/or cooperative learning programs

A weekly stipend for a minimum of 15 hours of work per week

We encourage candidates to express additional areas of interest in which they'd like to gain experience. We offer a flexible environment and look forward to collaboration and intersection across roles. Candidates with consistent weekly availability are encouraged to apply.

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As a Graphic Design & Marketing Intern, your responsibilities will include but are not limited to:

- Produce engaging content for the website and social platforms – including but not limited to: edited video clips, flyers, graphics, and more – that attracts audience/followers, converts target groups, and advances Gallim's mission and brand.
- Design and execute internal/external marketing materials under the supervision of Gallim's Programming & Marketing Manager.
- Help maintain and update Gallim's website
- Measure and report performance of marketing campaigns and assess results against goals to help inform future strategies.
- Brainstorm & implement marketing strategies/campaigns with supervision from the Programming & Marketing Manager to drive traffic to Gallim website and social channels
- Design and disseminate upon approval weekly and/or monthly email blast campaigns comprising Gallim updates, news, etc.
- Provide support for all day-to-day operations and office maintenance, as well as on production and special events.
- Maintain Gallim's calendar and database, as well as the company's video and photo libraries – organization, labeling, and archiving. This includes but is not limited to videography and photography during classes, rehearsals, and events as needed.

Candidates must have excellent organizational skills, interpersonal ability, writing ability, and communication skills. Attention to detail and deadlines are required from all interns. Candidates must be proficient using all social media platforms, Microsoft applications, Adobe programs, and Google Suite. Experience with Patron/Salesforce is preferred but not required.

### APPLICATION

Applications are accepted on a rolling basis. Please note in your application a proposed start date and projected end date as well as provide your availability Monday through Friday from January through February 2019. Please send a cover letter, resumé, and two graphic design work samples to Leisa DeCarlo at [Leisa@gallimdance.com](mailto:Leisa@gallimdance.com) with "Gallim Graphic Design & Marketing Intern Application\_YOUR NAME" as the subject line.

Criteria for acceptance are the same for everyone without regard to race, color, gender, sex, religion, sexual orientation, national or ethnic origin, age, disability, or veteran status. We appreciate your interest and look forward to receiving your materials.

Thank you for your application!

Sincerely,

The Gallim team

Gallim  
520 Clinton Ave

For more information:  
Leisa DeCarlo, Programming & Marketing Manager

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(718) 622-2165  
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