

Tuesday, August 7, 2018

Marketing & Communications Intern

Company: Ballet Hispánico
Location: New York, NY

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Position Description

The Marketing & Communications Intern will work with the team to gain valuable hands-on experience learning in communications, social media, marketing, and design for a non-profit arts organization. Duties include, but are not limited to:

- Social media (Facebook, Instagram & Twitter) metrics and reporting
- Writing and proofreading marketing materials
- Execute e-mail campaigns, flyer, and poster distribution
- Assist with merchandise requests and analytics
- Archive Playbills, press clips, photos, and other marketing materials
- Research of branding, social media campaigns, merchandise, and non-profit trends
- General administrative tasks

This unpaid internship is available part-time and will require occasional night and weekend hours.

About You:

Essential Skills & Qualities:

- Committed, detail oriented, have a passion for the arts and want to learn more about the inner workings of a non-profit organization
- Strong writing, office work, and MS office computer skills, experience with Adobe Suite and MINDBODY a plus, but not required
- Need to have excellent people skills, phone demeanor, and be a skilled communicator
- Desire to contribute to Ballet Hispánico mission, and a personal commitment to growth and learning
- Sense of humor and accountability

Internship Benefits:

- Invitations to Ballet Hispánico events, rehearsals, and performances
- Exposure to the workings of a non-profit organization
- Attendance at departmental and full-staff meetings
- Network with staff and professionals in the field through site visits
- Gain experience that will increase value to prospective employers
- Enhance your resume and references

About Us:

Ballet Hispánico, the premier Latino dance organization in the United States, brings individuals and communities together to celebrate and explore Latino cultures through dance. Whether dancing on stage, in school, or in the street, Ballet Hispánico creates a space where few institutions are breaking ground.

The organization's founder, National Medal of Arts recipient Tina Ramirez, sought to give voice to the Hispanic experience and break through stereotypes. Today, Ballet Hispánico is led by Eduardo Vilari, an acclaimed choreographer and former member of the Company, whose vision of social equity, cultural identity and quality arts education for all drives its programs.

Ballet Hispánico, a role model in and for the Latino community, is inspiring creativity and social awareness in our neighborhoods and across the country by providing access to arts education.

To Apply:

A complete application consisting of the following:

- Cover letter describing your interest in this position and Ballet Hispánico's work
- Resume including relevant school and work experience
- Writing sample, preferably related to arts, culture, and/or diversity. Maximum 2 double-spaced pages (ex. an article, blog post, excerpt of an essay, etc.)
- Optional: A graphic design sample

Send all materials via e-mail to Natalie Correa (ncorrea@balletthispanico.org)

Subject heading: BH Internship Program- your name

Only e-mail submissions accepted.

Interviews:

Upon receipt of your application, you will be notified on next steps.

Time Commitment:

Four months – September 5 – December. Open enrollment on an as needed basis. Flexibility on days and times of the internship.

Ballet Hispánico
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For more information:
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