

Friday, September 7, 2018

A.I.M Seeks Fall Interns!

Company: A.I.M
Location: New York, NY

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ABRAHAM.IN.MOTION

NYC-based dance company A.I.M, under the Artistic Direction of Kyle Abraham, is seeking enthusiastic and skilled interns to support the Company's administrative and artistic operations for the upcoming touring season. Administrative/Artistic Interns work directly alongside A.I.M senior staff members, and receive unique hands-on training in company/tour management, development, marketing, and general administrative operations. Candidates must possess strong communication, writing, and computer skills and must be detail-oriented and organized. Applicants should have an interest in arts administration. All interns will be exposed to the daily functions of running a dance company through assisting staff on administrative and artistic efforts.

Interns must be willing to commit a minimum of 12-20 hours per week, with a flexible schedule for evening and weekend performances and events. Positions are available starting immediately, and applications are accepted on a rolling basis.

RESPONSIBILITIES

Administrative

- Assisting in the creation of detailed tour itineraries
- Collaborating on preparations for scheduled development events and campaigns
- Ensuring the maintenance of company calendars, databases, and organizational files
- Conducting research for upcoming tours, residencies, and projects
- Additional projects and assignments as needed

Artistic

- Attending rehearsals and recording notes for Artistic Director
- Filming and photographing rehearsals as needed
- Completing time-sensitive errands and day-to-day tasks

To apply, please email a resume and cover letter with subject line "AIM Internship Application" to Hillary Kooistra, General Manager, at hillary@abrahaminmotion.org.

A.I.M
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For more information:
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