

Wednesday, September 12, 2018

## Earl Mosley's Diversity of Dance Seeks Operational Intern | FALL & WINTER 2018-2019!

Company: Earl Mosley's Diversity of Dance

Compensation: College credits; free classes; attendance to performances; referrals; recommendations.

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Julia Discenza

Earl Mosley's Diversity of Dance Seeks Operational Intern for *Dancing Beyond Showcase*.  
October 2018- January 2019

The mission of Diversity of Dance, Inc., is to provide an environment where student artists from diverse ethnic, cultural and socioeconomic backgrounds can achieve the highest levels of excellence through positive collaborations with teachers and peers. The mission is achieved through its summer intensive, residencies, workshops, and its Workforce program. EMDOD's teachers and staff insure that every student is welcomed and celebrated in a non-competitive environment. The organization strives to build a community of dance which enables each student to connect both technically and spiritually with their own art and individuality, one where they can feel safe to learn and grow in preparation for the challenges that lie ahead for them in the world of dance, the workplace, and life.

We are looking for highly skilled individuals who have worked in the performing arts community and knows their way around administrative work. For our 7th annual Dancing Beyond Showcase we are looking for an individual to commitment to a 3 ½ month internship, from October 2018 to January 2019, with possibility of an extension.

Operational:

Responsibilities (but not limited to):

Booking rehearsal space for choreographers/participants throughout NYC area

Creating rehearsal schedules for each choreographer

Maintaining communication with schools, and artist participating in showcase

Create/organize payment materials

Represent and promote Earl Mosley's Diversity of Dance during company event

Qualifications

Excellent writing, communication, and organizational skills

Ability to effectively manage time and demands of multiple projects

Self-motivated, reliable, friendly, flexible, and creative with a particular interest in dance

Strong computer/internet/research skills

Understanding of technical and administrative demands of dance production

Prior administrative experience in the arts is a plus

English mother-tongue a must. Any second language is a plus

Hours and Compensation:

Position is part-time, 10-15 hours/week, hours are flexible.

Interns must be NYC based.

This internship is unpaid, but we can compensate through: college credits; free classes; attendance to performances; referrals; recommendations.

This position is ideal for college students, and early-career arts administrators desiring flexibility; looking to acquire experience working for an arts not-for-profit organization.

How to Apply:

Email resume and cover letter to [emiadance@gmail.com](mailto:emiadance@gmail.com) with subject line: Operational Internship.

Application Deadline: October 8th, 2018

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Earl Mosley's Diversity of Dance  
[emiadance.org](http://emiadance.org)

For more information:  
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