

Wednesday, March 20, 2019

## Arts Admin Internship for Arch Ballet

Company: Arch Ballet  
Location: new york, NY  
Compensation: letter

► [Share](#) | [Print](#) | [Download](#)

### ARCH BALLET INTERNSHIP OPPORTUNITIES

Arch Ballet (A|B) has a year-round internship program as part of our ongoing effort to offer rewarding learning opportunities to outstanding candidates in the fields of arts administration, social media, event planning, and fundraising. Candidates are responsible for completing a 3-6 month term with 8-40 hours a week. Interns are asked to work remotely and/or in person with Artistic Director, Sheena Annalise based on commitment set forth in advance upon acceptance into the program. There are four internship sectors interns can apply for:

#### ARTS ADMINISTRATION

Arts administration covers three areas of concentration: Development, Company and General Management, and Operations. Participants gain broad overview of the overall workings of the company through involvement with various special projects. Interns will gain in-depth experience and will learn how various tasks come together to achieve the company's goals. Interns will also gain nonprofit administrative experience which can include: information research, project management and engagement, business writing, and outreach programs. Below are some examples of some of the projects and tasks of an arts administration intern.

##### Internship duties:

Creating and maintaining emailing lists for audience, press, repertoire archive, etc.  
Research company opportunities for residency, venues, festivals, grants, sponsorships, new patrons, studios, and other entities relevant to the company  
Booking travel arrangements per artistic director, Sheena Annalise, and/or dancers  
Researching dance companies, spaces, and other vital contact information  
Burning CD's, DVD's, creating press kit packages to be mailed  
Various miscellaneous tasks per company: mailing, handing out donation forms to businesses, delivering various items, picking up costumes from dry cleaners, grocery store runs before the show for backstage, etc. if needed  
Putting together program information/submitting program information to performances, press releases, invitations for performances and events, and more  
Scheduling rehearsals, benefits, and other coordination logistics  
Assist with coordinating all travel and tour logistics for company, and guest artists as well as creating company tour books with detailed schedules and area information  
Provide support in contracting dancers, music ensemble members, guest artists, supplemental dancers, seamstresses  
Assist in putting together events with our events interns  
Communication with other entities including college programs, company directors, theatre administration, presenters, and outreach program partners

##### Skills required to apply:

Sharp attention to detail  
Proficient in Microsoft Word and Excel  
Passion for arts administration and the growth of the performing arts

#### SOCIAL MEDIA/MARKETING

Social media is an expanding marketing tool for millennials and we strive to be at the forefront of these tools. Interns will be able to spear head their own social media campaigns and initiatives to bring awareness to A|B and the programs we support.

##### Internship duties:

Creating campaigns and marketing initiatives for A|B and our outreach programs  
Posting daily to social media platforms  
Creating marketing materials such as e-mail invitations, photos/graphics for social media, and social media page designs  
Assisting in streamlining social media platforms and message of A|B across all media  
Tracking analytics across platforms including user reach, improvement in following, and audience reports  
Communicate with other branding across platforms to bring awareness to A|B  
Outreach to target audience by messaging, liking, and engaging individually with followers and possible followers

##### Skills required to apply:

Proficient knowledge of Instagram business, Facebook, Twitter, Vimeo, Youtube, Google plus, LinkedIn, Flickr  
Proficient in Microsoft Word and Excel  
Proficient video editing and photoshop skills for social media in the program format of interns choosing – Pixlr, iMovie, etc are acceptable formats for those without photoshop  
Passion for social media and marketing  
Smartphone capable of downloading Buffer, Flickr, and Canva apps

#### EVENT PLANNING

An immersive internship where interns can gain experience in spear heading event planning and fundraising events with patrons, the community, and to the public. Interns will gain experience in creating events from start to finish, research, and the ins and outs of event planning.

##### Internship duties:

Venue research, selection, and communication

Creating unique event ideas for young patron events, Autism friendly events, and community events benefiting Arch Contemporary Ballet

Organizing the event from start to finish

Invitation lists, guest lists, and reaching out to communities to attend

Promotional materials, advertising, putting up posters

Researching and contacting donors for your specific events

Attending and running in person events

Acting as a liaison at events

Skills required to apply:

Sharp attention to detail

Proficient in Microsoft Word and Excel

Passion for arts event planning, friendly attitude, and creative out of the box thinker

## FUNDRAISING

Non profits rely on fundraising to ensure they are sustainable for the next year and current productions. This vital entity of a company is crucial to gain firsthand knowledge. We will assign projects that will give insight on how to reach new donors, grant writing, researching tools to find appropriate grants and donors, and language used to bring vitality A|B.

Internship duties:

Research of grants, opportunities, corporate sponsorships, and new donors

Forming fundraising packets

Spear heading online fundraising campaigns such as generosity and indie gogo

Writing grants, emails to donors, and learning donor relationships

Creating email lists and intriguing content and benefits for donors

Skills required to apply:

Sharp attention to detail

Proficient in Microsoft Word and Excel

Passion for fundraising and growth of the performing arts

## COMPENSATION

As an A|B intern you will receive a letter of recommendation at the end of your term based on your performance, college credit according to your college guidelines, and first hand experience. Internships are unpaid and do not guarantee a hiring placement after your term within A|B. Interns may take part in company workshops with prior approval by Artistic Director, Sheena Annalise including the #ACBi summer intensive series.

## ARCH BALLET OFFICES

Arch Ballet is a young company and our office is ran out of Artistic Director, Sheena Annalise's home or nearby cafes. You will be working directly with her and other members of your interning team during your office hours. Please note, there may be hours where some interns will be asked to meet at our rehearsal site or photoshoot site instead, which will be given with advance notice when your schedule is set up. A|B Interns must provide their own laptop for their internship.

## LENGTH OF TERM

3-6 months // 4 hour or 8 hour shifts // 8hr/wk- 40hr/wk

8 hour shifts are given a 1 hour lunch break, 4 hour shifts will not be given a break but are welcome to snack at their desks etc. We foster a community environment where our interns gain the most knowledge and real life experience as possible.

## CONFIDENTIALITY AGREEMENT

Interns may not share information regarding A|B's upcoming works, donor information, names, contact information, press list contacts, or any contact information of A|B. Research done through Arch Ballet is the property of Arch Ballet and may not be distributed to any outside parties or used for personal gain. Files must be erased from personal devices during their last day of internship. Our proprietary information including contacts, network, and research is confidential.

## HOW TO APPLY

Send email to [admin@archballet.com](mailto:admin@archballet.com) with Internship in the headline, a short paragraph on your sector of choice, and proposed schedule whether remote or in office, and attach your resume in PDF format.

---

Arch Ballet  
322 WEST 52ND ST #117  
new york, NY, 10019  
4088350282  
[www.archballet.com/interns](http://www.archballet.com/interns)

For more information:  
arch ballet  
[admin@archballet.com](mailto:admin@archballet.com)

---

[< back](#)

[previous listing](#) • [next listing](#)