

Monday, March 4, 2019

## José Limón Dance Foundation Arts Administration Internship Program

Company: José Limón Dance Foundation  
Location: New York, NY  
Compensation: N/A

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The José Limón Dance Foundation is now accepting resumes for the Winter/Spring 2019 Arts Administration Internship Program, providing professional internship opportunities to deserving and distinguished candidates. We are currently offering professional experiences in arts administration: Development, Communications, Research & Archival, and General Arts Administration. Recent college graduates, undergraduates, and high school students are eligible to apply.

The José Limón Dance Foundation has set the standard of excellence among the dance field in terms of artistry, educational service, community engagement, and historic cultural preservation for the past 72 years. The Foundation exists with a dual mission: first, to provide an environment and vehicle for encouraging vision and creativity in the field of dance, and second, to perpetuate and extend the vitality of the Limón legacy— a humanistic approach to movement and theater through two interrelated fields of activity: Limón Dance Company and Limón Institute, including our educational and licensing activities. Our robust roster of artistic and educational services encompass dance training, professional development, creative incubation, performance, and social action. These services hold the increasingly important responsibility of creating access to and admiration for dance for artists, audiences, students, and cultural policymakers.

The Arts Administration Internship Program requires a seasonal 4-month, 12 hours per week commitment between March 2019 and June 2019 during weekday business hours from 10:00AM - 6:00PM. Interns are also required to send weekly reports to their direct supervisor(s).

Please note that we are not able to provide a stipend, housing, or any other kind of compensation. The Foundation does partner with institutions so that interns can receive academic credit; are able to take dance classes at Limón; and attend special events at no charge.

### DEVELOPMENT INTERN

The Development Intern is a highly motivated, detail-oriented, multi-tasker who seeks to acquire knowledge about arts non-profit fundraising strategies, donor cultivation and stewardship, planning for special events, and research on institutional funding in a fast-paced environment. Candidates must demonstrate an ability to maintain confidentiality, the ability to coordinate a high volume of diverse assignments with exquisite attention to detail, effectively handle competing priorities, excellent writing and copy-editing skills, and have strong interpersonal communication skills to serve as an Ambassador to the Foundation. The successful intern will report directly to Director of Development (DoD).

We are looking for a recent graduate or college student who can commit to 12 hours/week for specialized projects; some weekend hours are required. The Development Internship is a wonderful opportunity for a budding arts administrator to learn how to sustain the contributed income of a nonprofit organization to one day manage, direct, or start your own nonprofit entity.

Responsibilities for the Development Intern include but are not limited to:

- Assist the DoD with event planning and execution for the Spring Gala and monthly cultivation and appreciation events and performances
- Assist the DoD with Lovers of Limón Membership Program communications and fulfillment of member benefits
- Conduct institutional and individual donor prospect research and deliver briefings
- Compile information to create our comprehensive monthly e-newsletter
- Update tracking sheets and databases
- Archive grant materials in organizational server
- Generate donor gift and other informational reports
- Manage donor tax acknowledgement mailings
- Assist with departmental purchase orders
- Errand running as necessary

### COMMUNICATIONS INTERN

The Communications Intern is detailed-oriented, initiative-driven person who participates in various stages of print and online marketing campaigns in a fast-paced environment. We are looking for a recent graduate or college student who is able to work 12 hours/week. Candidates should be familiar with basic computer hardware and software including Excel, Photoshop, InDesign, Final Cut Pro, HTML (or the ability to learn editing programs quickly).

Candidates must demonstrate an ability to maintain confidentiality, the ability to coordinate a high volume of diverse assignments with exquisite attention to detail, effectively handle competing priorities, excellent writing and copy-editing skills, and design skills. We are looking for a recent graduate or college student who can commit to 12 hours/week. The Communications Internship is a great opportunity to learn how to effectively deploy organizational branding values and artistic and educational activities to over 50,000 constituents. The successful

intern will report directly to Director of Development (DoD) and Director of Education (DoE).

Responsibilities for the Communications Intern include but are not limited to:

Assist the DoD and DoE with the creation and compilation of information for e-newsletters and e-campaigns  
Assist the DoD and DoE with online outreach/promotion using Facebook, Instagram, LinkedIn, Twitter, and more  
Generate reports and assist with interviews and content for social media purposes (ie. social media sharing data, updating Excel documents with virtual comments and feedback)  
Assist the DoD and DoE with website content, perform regular checks to make sure all information is current  
Analyze competitor marketing and sales materials both on and offline  
Assist in the distribution of Foundation marketing materials; responsible for material inventory reports  
Archive event marketing materials  
Collaborate cross-departmentally on related projects

Errand running as necessary

#### RESEARCH & ARCHIVAL INTERN

The Research & Archival Intern is a highly motivated, independent-working, and detail-oriented individual who seeks to acquire knowledge about general research and archiving systems within the arts field. Candidates must demonstrate an ability to coordinate a high volume of diverse assignments and effectively handle competing priorities within the Development and Education departments. We are looking for a college student who can commit to 12 hours weekly for 6 months of specialized projects, or a High School student who can commit to 6 hours weekly for 3 months. The ideal candidate will have some experience in archival and/or research systems and wants to learn more about working within an exciting and fast-paced non-profit environment. The successful intern will report directly to the Director of Education (DoE) and Director of Development (DoD) .

Responsibilities for the Research & Archival Intern include but are not limited to:

Assist in research on policies and procedures regarding accessibility and equity  
Assist in creating arts education teaching materials for visual literacy and other forms of literacy  
Maintain and arrange the Limón Archives  
Ensure accurate updates of departmental databases  
Errand running as necessary

#### ARTS ADMINISTRATION INTERN

The Arts Administration Intern is a highly motivated, detail-oriented, multi-tasker who seeks to acquire knowledge about nonprofit organizational systems and diverse administrative skills within the arts field in a fast-paced environment. Candidates must demonstrate an ability to maintain confidentiality, the ability to coordinate a high volume of diverse assignments, effectively handle competing priorities, maintain attention to detail, and have strong interpersonal communication skills. We are looking for a college student or recent graduate who can commit to 12 hours weekly for specialized projects. The successful intern will report to key Foundation personnel.

The Arts Administration Intern supports personnel in the areas of Development, Business, and Educational Programs.

Responsibilities include but are not limited to:

Assist with the preparation and execution of special events (ie: Spring Gala, Exhibitions, Performances)  
Assist with artistic and programmatic outreach initiatives  
Take ownership over a special project that supports the activities of the Foundation  
Support the Foundation with research projects and database upkeep  
Errand running as necessary

#### How to Apply

##### Desirable Skills:

Candidates for these internship opportunities are expected to demonstrate strong interests the performing arts, arts education, social justice, and youth empowerment.

Candidates are expected to be familiar with basic computer hardware and software, such as Microsoft Office Suite and Google Drive

Candidates must have experience navigating Social Media Savvy (Facebook, Instagram, Twitter, etc)

Candidates must have excellent writing, copy-editing, and communication skills

Candidates of any major are welcome to apply, priority given to those in the Arts/Arts Administration, Business/Business Administration, Education, English, Marketing and Sociology.

To apply, please provide the following application materials:

##### Resume

Cover letter detailing your interest in an internship at The José Limón Dance Foundation; specify your department of interest (Development, Communications, Research & Archival, Arts Administration) and indicate your weekday availability between the hours of 10:00AM and 6:00PM.

Please send all materials by email to [info@limon.org](mailto:info@limon.org). In the subject line, indicate the internship you are applying for (i.e. ATTN: Development Internship). Incomplete applications will not be considered. The deadline to apply is Friday April 5th, at 5 PM.

If your application is selected you will be contacted for an interview. No phone calls or mail submissions please. Thank you for your interest in working at the The José Limón Dance Foundation.

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