

Monday, May 6, 2019

Seeking Arts Admin Intern

Company: VashtiDance Theater
Location: New York, NY
Compensation: Stipend

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VashtiDance Theater is seeking an Arts Admin Intern to begin immediately. As an Arts Admin Intern with VashtiDance Theater, the ideal candidate will gain experience in arts administration with a performing arts company and learn skills in arts business and management. Some of the duties of the Arts Admin Intern include but are not limited to...

Creating and maintaining emailing lists for audience, press, repertoire archive, etc.
Research company opportunities for residency, venues, festivals, grants, sponsorships, new

Planning and arranging travel accommodations for company members/cast

Scheduling studio space for rehearsals.

Working with other members of the Creative Team and assisting with communications with dancers, ensembles, other contacts regarding programs/events.

Commitment: September-December 2022

Skills required include...

Excellent communication and cooperation skills

Love for arts administration

Attention to Detail and Hands on Ready to Step in Approach

Proficiency in Microsoft Office- Word Processing/Spreadsheets, etc

Compensation includes college credit and hourly stipend.

For more information and/consideration please contact f.logan@vashtidancetheater.com and include relevant experience.

VashtiDance Theater
New York, NY, 10030
www.vashtidancetheater.com

For more information:
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