

Friday, June 14, 2019

## Dancewave Seeks Special Events Intern

Company: Dancewave

Location: Brooklyn, New York

Compensation: Travel stipend, free dance and fitness classes

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Dancewave  
Transforming lives through dance

Company: Dancewave

Location: Brooklyn, NY

Compensation: Monthly travel stipend provided; Free dance and fitness classes

POSITION: Special Events Internship at Dancewave

HOURS: This is a part-time, 15-20 hours/week position for six months. Selected candidate will work primarily at Dancewave's office in Brooklyn, NY, with occasional off-site visits.

START DATE: June 2019

ORGANIZATIONAL BACKGROUND: DANCEWAVE provides access to a community dance experience that encourages individuality and whole-person development throughout New York City and beyond.

JOB DESCRIPTION: Dancewave seeks an Intern to assist the Special Events Coordinator in the production of events including Dancing Through College & Beyond (DTCB) and Moving Together at Brooklyn Bridge Park. Skills cultivated during this internship will assist aspiring individuals pursue a career in event management and non-profit fundraising.

Position Responsibilities:

Assists with planning, execution, and follow up of events

Supports organization of volunteer committee for Dancewave Through College & Beyond

Assists in the acquisition of in-kind donations and sponsorships

Assists in event documentation, advertising, and promotion in conjunction with Marketing department

Responds to email and telephone inquiries regarding events and registration

Processes registration and payments in Dancewave's online database (Salesforce)

KNOWLEDGE, SKILLS AND ABILITIES

Required:

Must be available all day October 5-6, 2019 (for DTCB)

Ability to be flexible and willing to assist in other tasks as assigned

Willing to occasionally travel off-site to photograph Dancewave programs and events

Superb written and verbal communication skills

Highly detail oriented

Proficient in Microsoft Office Suite (Word, Excel, Powerpoint)

Preferred:

Knowledge of dance and interest in dance education and special events

Familiarity with Salesforce (or similar database) or Adobe Creative Suite

Familiarity with social media: Instagram, Facebook, Twitter

To Apply: Please email resume and cover letter to [jobs@dancewave.org](mailto:jobs@dancewave.org), with the subject title "Special Events & Marketing Intern"

Dancewave is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Dancewave is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.

<https://dancewave.org/careers>

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