

Friday, June 14, 2019

## Heidi Latsky Dance seeks Arts Administration Intern

Company: Heidi Latsky Dance

Location: NYC, NY

Compensation: Unpaid, will be provided a local travel stipend

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The Arts Administration Intern is a part-time position of up to 20 hours per week. The intern will provide support to the costume coordinator, administrative staff, and the artistic director. This internship is unpaid, but will be provided a local travel stipend. We would be glad to work with a candidate if their college can provide credit for their time spent during their internship.

Heidi Latsky Dance is a physically integrated arts institution that curates installations incorporating performance, design and fashion to challenge common conceptions of beauty, bodies, ability and the act of seeing/being seen. This is an opportunity for someone to work with a unique arts group where many members of the company are artists with disabilities. This is part of the larger mission of HLD to strive for greater inclusion and diversity within our work and our advocacy for cultivating an attitude in the arts and the wider world towards integrating as many people with differing bodies, histories, cultures and styles, and honoring the humanity in everyone.

**Administrative support:** Communicate with the dancers and staff to maintain an up-to-date calendar for attendance, rehearsals and performances, and other related duties. Assist the artistic director and project coordinator as needed.

**Rehearsal support:** Secure rehearsal space, contacting various venues, facilitate payments, and communicate time and location to dancers and staff. Assist in the following areas during rehearsal: costume coordination, capturing photo and video clips for social media, running sound, and other related duties.

**Qualifications:** The ideal candidate would be a college undergraduate/graduate student with an interest in the arts industry and learning the behind-the-scenes aspects of a performing arts organization. Must be able to work in a dynamic environment in the heart of the theater district. Should be comfortable with Google Suite and MS/Mac Office tools.

**Apply:** Email cover letter and resume to [heather@heidilatskydance.org](mailto:heather@heidilatskydance.org)

Heidi Latsky Dance is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the performing arts field are strongly encouraged to apply. All qualified applications will receive consideration without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

Heidi Latsky Dance is a not-for-profit 501(c)(3) organization.

Heidi Latsky Dance  
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For more information:  
Heather  
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