

Tuesday, August 27, 2019

Cora Dance seeks an Archival Intern

Company: Cora Dance

Location: Brooklyn, NY

Compensation: HS or College Credit, where applicable. Work exchange for rehearsal space a possibility upon request.

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Cora Dance seeks a creative, organized, motivated person with a talent for visual and written storytelling to join our team as an Archival Intern. The Archival Intern will work directly with the Artistic Director in organizing, creating and engaging with a variety of documentation platforms including video, photography, pre-existing marketing materials and written content to tell the history, mission and future engagement plans of the organization.

Responsibilities include:

- Archiving and organizing 21 years of print materials into a cohesive hard copy and online "scrapbook" that illustrates the chronological history of the organization.
- Transcribing recorded interviews into written text.
- Editing footage of performances, interviews, classes and the like into short videos and promotional reels for the organization.
- Regularly recording video and taking photographs of rehearsals, performances, events, classes and other current organizational activities.
- Videotaping and transcribing interviews with parents, audience members, students, resident artists, faculty, staff and other members of the Cora community speaking about or on behalf of the organization
- At times, assisting the Creative Support Manager and Artistic Director with updating online marketing platforms including social media and website.
- Thought partner with Creative Support Manager and Artistic Director on the best methods and platforms for documenting the work of Cora Dance.

The ideal candidate possesses the following:

- The ability to commit to 5 or more hours weekly, Wednesday through Sunday, through June 2020 preferred. Schedule and duration negotiable.
- Desire to work in and learn from a diverse, multi-faceted, bustling dance and equity based institution that includes a school, professional company, youth companies and resident artists.
- Comfortability with and sensitivity in engaging directly with a community that is artistically, socio-economically, and ethnically diverse.
- Familiarity with iMovie or other video editing platforms preferred.
- Comfortability with photographic and/or video documentation preferred.
- Strong written communication skills and the ability to transcribe casual conversation and interviews into written text that is well-organized and grammatically correct.
- Strong verbal communication skills and a personable, relatable, warm energy that allows those being interviewed to open up and speak comfortably.
- Good listening skills, an interest in talking with people and knowing more their stories and the ability to form insightful questions that keep conversation flowing during interviews.
- Bi-lingual (Spanish/English) a plus, but not required.

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To apply, please send a resume and cover letter to jobs@coradance.org by Monday, September 16 at 5pm.

Mission: Cora Dance is a nonprofit dance and equity based arts center located in Red Hook, Brooklyn. Through its professional company - Shannon Hummel/Cora Dance, three youth companies, pay-what-you-can school with wraparound services and substantial residency programs, Cora Dance creates exceptional dance experiences while addressing the impediments that restrict many individuals from accessing the art form. Cora now works with over 400 students annually, over 80% of whom are on scholarship. Cora places equal focus on keeping the quality of art extremely high while building access for low-income families. No family is ever turned away from Cora based on what or if they can pay.

Cora Dance 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. Cora Dance 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.

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