

Thursday, March 5, 2020

Internship at Peridance Capezio Center - The International Office

Company: Peridance Capezio Center
Location: New York, NY

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Peridance Capezio Center - Yarden Ronen-van Heerden

The international office at Peridance Capezio Center in Manhattan is looking for an office intern for immediate hire! The Internship position is open only to those currently living in New York City and the Tri-State area. A minimum six-month commitment is required. Applicants must have a strong command of English, with secondary languages a plus and must have prior dance education and excellent writing skills. Interns are required to work a minimum of 15-20 hours per week.

Requirements:

Intern must be competent in fulfilling the following tasks:

- Keeping track of student attendance (competency in Excel, Google Suite, spreadsheets required)
- Issuing Student ID cards (competency in Photoshop required)
- Assisting with the PLUNGE Showcases (creating the program, active assistance at the performances which are held every 3 months on Sundays and with post-performance events)
- Post-PLUNGE performance projects: organizing/distributing photos and videos for student use
- Creating student attendance transcripts
- Keeping track of the Dance Studies Program evaluation schedules
- Creating Orientation Packets for the monthly student orientations
- Supporting role in the creation of the monthly International Student Newsletter
- Keeping the International Office archive album up to date
- Keeping the International Student bulletin board up to date
- Keeping order in the International Office cabinets
- Filing documents
- Organizing and scanning files for storage

***Bilingual applicants highly encouraged

Benefits:

- Learn new skills and how to apply them within a fast-paced work environment
- Establish connections and relationships with local and International dance community
- Unlimited free classes (work schedule takes priority)
- Discounted rates on workshops and performances
- Personal recommendation letters
- Discounted rates for studio rentals
- Discounts on Peridance/Capezio merchandise

College credit is available upon request.

How To Apply:

Please submit your work/dance resume along with a cover letter to Isabel Eisen, International Student Advisor/DSO at International@peridance.com. Once applications are screened an interview will be scheduled. No phone calls please.

More About Peridance Capezio Center's Internship Program:

Peridance's Internship program provides real-world practical knowledge of daily operations in a professional New York Dance Center. Interns will be expected to work on multiple long-term projects with an emphasis on development strategies as well as internal organization. Interns must be responsible for working with minimal supervision and completing projects on a timed deadline. Consistent and reliable work hours will be mutually established and must be adhered to for the entirety of the internship period. Duties also include general office work. The position requires excellent organizational skills, and the ability to work in a fast paced environment with detailed accuracy and perform multiple tasks simultaneously. Interns must be comfortable in a Mac environment and have proficiency with standard computer programs such as Microsoft Word and Excel. Knowledge of Photoshop, Illustrator and online social networking websites is a plus. Priority will be given to applicants who have previous experience in dance administration or those who have recently concluded studies in the field of the performing arts (and/or hold a bachelor's degree).

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