

Tuesday, March 10, 2020

Summer 2020 Internships: Communications and Arts Administration

Company: José Limón Dance Foundation
Location: New York, NY

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The José Limón Dance Foundation is now accepting resumes for the Summer 2020 Internship Program in the departments of Communications and Arts Administration, providing professional internship opportunities to distinguished candidates. Recent college graduates and undergraduates are eligible to apply.

The José Limón Dance Foundation has set the standard of excellence among the dance field in terms of artistry, educational service, community engagement, and historic cultural preservation for the past 74 years. The Foundation exists with a dual mission: first, to provide an environment and vehicle for encouraging vision and creativity in the field of dance, and second, to perpetuate and extend the vitality of the Limón legacy— a humanistic approach to movement and theater through two interrelated fields of activity: the Limón Dance Company and the Limón Institute, including our educational, archival and licensing activities. Our robust roster of artistic and educational services encompass dance training, professional development, creative incubation, performance, and social action. These services hold the increasingly important responsibility of creating access to, and admiration for, dance for artists, audiences, students, and cultural policymakers.

The Internship Program requires a seasonal 3-month, 12 hours per week commitment between June and August 2020 during weekday business hours from 10:00AM – 6:00PM, and weekend hours including Saturday mornings at Bryant Park.

Please note that we are not able to provide a stipend, housing, or any other kind of compensation. The Foundation does partner with institutions so that interns can receive academic credit, are able to take dance classes at Limón, and attend special events at no charge.

COMMUNICATIONS INTERN

The Communications Intern is a detailed-oriented, initiative-driven person who participates in various stages of print and online marketing campaigns, as well as the gathering of content, in a fast-paced environment. We are looking for a recent graduate or college student who is able to work 12 hours/week. Candidates should be familiar with basic computer hardware and software including Excel, Photoshop/GIMP, Final Cut Pro, iMovie, or the ability to learn editing programs quickly.

Candidates must demonstrate an ability to maintain confidentiality, the ability to coordinate a high volume of diverse assignments with exquisite attention to detail, effectively handle competing priorities, excellent writing and copy-editing skills, and design skills. The Communications Internship is a great opportunity to learn how to effectively deploy organizational branding values and artistic and educational activities to over 50,000 constituents. The successful intern will report directly to key Foundation personnel.

Responsibilities for the Communications Intern include but are not limited to:

- Capture content at open classes and Limón Outdoors (may take place outside of Monday – Friday regular work hours).
- Assist with online outreach/promotion using Facebook, Instagram, LinkedIn, Twitter, and more.
- Editing of content for social media.
- Generate reports and assist with interviews and content for social media purposes (ie. social media sharing data, updating Excel documents with virtual comments and feedback).
- Maintain and update database and materials as needed.
- Collaborate cross-departmentally on related projects.
- Assist in the distribution of Foundation marketing materials; responsible for material inventory reports.
- Assist with website content.
- Errand running as necessary.
- Not necessary, but photography skills are desirable.

ARTS ADMINISTRATION INTERN

The Arts Administration Intern is a highly motivated, detail-oriented, multi-tasker who seeks to acquire knowledge about nonprofit organizational systems and diverse administrative skills within the arts field in a fast-paced environment. Candidates must demonstrate an ability to maintain confidentiality, the ability to coordinate a high volume of diverse assignments, effectively handle competing priorities, maintain attention to detail, and have strong interpersonal communication skills. We are looking for a college student or recent graduate who can commit to 12 hours/week for specialized projects. The successful intern will report to key Foundation personnel.

The Arts Administration Intern supports personnel in the areas of C Suite, Business, and Education Programs.

Responsibilities include but are not limited to:

- Assist with the preparation and execution of special events (ie: Gala, Exhibitions, Performances).
- Assist with artistic and programmatic initiatives.
- Take ownership over special projects that support the activities of the Foundation.
- Support the Foundation with research projects and database upkeep.
- Assist in research on policies and procedures regarding accessibility and equity.
- Assist in creating arts education teaching materials for visual literacy.
- Assist in maintaining the Limón Archives.
- Ensure accurate updates of departmental databases.
- Errand running as necessary.

HOW TO APPLY

Desirable Skills:

Candidates for these internship opportunities are expected to demonstrate a strong interest in the performing arts, arts education, social justice, and youth empowerment.

Candidates are expected to be familiar with basic computer hardware and software, such as Microsoft Office Suite and Google Drive.

Candidates must have experience navigating Social Media (Facebook, Instagram, Twitter, etc).

Candidates must have excellent writing, copy-editing, and communication skills.

Candidates must possess the ability to work both individually and collaboratively.

Candidates of any major are welcome to apply, priority given to those in the Arts/Arts Administration, Business/Business Administration, Education, English, Marketing and Sociology.

To apply, please provide the following application materials:

Resume

Cover letter detailing your interest in an internship at The José Limón Dance Foundation. Specify:

Department of interest (Communications or Arts Administration)

Summer availability, including your available start and end date (between June and August).

Weekday availability between the hours of 10:00AM and 6:00PM and confirmation of availability for Saturday mornings.

Please send all materials by email to info@limon.org. In the subject line, indicate the internship for which you are applying (i.e. ATTN: Arts Administration Internship). Incomplete applications will not be considered.

The deadline to apply is Friday, April 10, by 5 PM. If your application is selected you will be contacted for an interview. No phone calls or mail submissions, please. For questions, email info@limon.org.

Thank you for your interest in working at the The José Limón Dance Foundation.

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For more information:
Summer Internship
info@limon.org

[< back](#)

[previous listing](#) • [next listing](#)