

Thursday, March 25, 2021

GALLIM seeks Administrative Intern in Communications & Programming

Company: GALLIM
Location: Brooklyn, New York
Compensation: Stipend

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About GALLIM

Brooklyn-based company GALLIM is a multi-disciplinary production company expanding movement expression in live and digital experience. Formed in 2008 as a performing company for celebrated choreographer Andrea Miller's original work, GALLIM has evolved into a nexus of creativity for artists making meaningful contributions to life and culture through movement.

GALLIM continues to produce and perform the multidisciplinary co-creative works by founder Andrea Miller in public, virtual, and theater spaces. Underpinned by physicality, virtuosity and piercing emotional and psychological texture, Miller has an expansive language that runs freely across mediums and boundaries. Called as "ultra modern and ancient as high art can get", Miller's work is defiantly that of an enfant-terrible—restless and yet insatiably brewing over the alchemy of creative process, performance, and collective communion. Miller was the first choreographer to be awarded Artist-in-Residence at the Metropolitan Museum of Art. She is a Guggenheim Fellow and received additional fellowships with Princess Grace and Sadler's Wells and has been featured in Forbes magazine as an arts entrepreneur and in The New Yorker. Miller's work continues to be performed internationally and is now made more available through digital spaces.

Job Description

General support for the Communications and Programming Associate at GALLIM includes:

Communications:

- Assist in the maintenance of MailChimp database
- Ongoing updates of Squarespace website content
- Basic photo and video editing for social media content
- Maintenance of social media accounts, including Instagram, Facebook, Twitter
- Creation of social media content, with oversight from Associate
- Assist in correspondence with GALLIM graphic designers

Programming:

- Maintenance, filing, and organization of Google Drive and Vimeo.
- Editing digital content.
- Assist in correspondence with guest artists.
- Assist in correspondence with graphic designers.
- Assist with basic program management, budgets, registration tracking, etc.
- Market research as needed.

Experience with Mailchimp, Squarespace, Google Drive, Canva (preferably, or another photo editing platform), and iMovie (or another video editing software) is strongly recommended.

Reports to the Communications and Programming Associate.

Time commitment is flexible. The ideal candidate is available for ~10 hours per week for a 3-6month commitment.

*Brooklyn residents with an interest in access to office space in GALLIM's Clinton Hill studio, please inquire about studio monitor/internship work structures.

GALLIM
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For more information:
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