

Wednesday, June 16, 2021

Jennifer Muller/The Works is seeking Interns!

Company: Jennifer Muller/The Works
Location: New York, NY
Compensation: NA

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Steven Pisano

JENNIFER MULLER/THE WORKS (JMTW)

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WORK REMOTELY...

JMTW is offering 2-3 internship positions. The internships are being offered on an ongoing basis and can be scheduled on a bi-monthly, quarterly or yearly basis. While internships are currently unpaid, there is strong potential to lead into a part-time paid job opportunity. At present, interns will contribute 10-12 hours per week and work remotely, allowing a completely flexible schedule. (until a change occurs to allow in-office presence) Interns must be 18 years of age.

The Works offers a learning environment and is supportive of any level of experience. JMTW is looking for interns with a mature attitude and willingness to learn. Interning with Jennifer Muller/The Works will allow students (looking to obtain academic credit), young professionals and people of a wide age-range to gain hands-on experience in the management and operations of a dance company in NYC. Interns are provided a platform from which to learn an extensive range of skills including day to day administration, technical production, arts-in-education, database organization, grant research and writing and performance/tour booking/scheduling. Internships are available in the following areas: General Administration; Development/Fundraising; Performance/Tour Booking; Marketing/PR; Video Editing and Social Media.

An internship with JMTW offers a professional experience that will contribute to building a resume in the NYC dance field along with the opportunity to network with dance professionals and work closely with members of the artistic community. JMTW offers mentoring that encourages discussion, provides input and gives feedback along with opportunities to volunteer at or attend performances.

You will be an invaluable part of The Works' creative and administrative team!

Requirements:

- A passion for the arts.
- A minimum of 10 hours a week over a period of at least two months.
- An ability to work both independently and in tandem with other professionals.
- An eagerness to learn, a self-starter attitude and a detail-oriented mindset.
- Verbal and written communication skills and basic phone etiquette.
- Proficiency in Microsoft Word, Excel, Google Drive and Internet Research.

The following abilities/experiences are a plus but not required:

- Bachelor's Degree level is preferred, but not required.
- Experience working in the dance industry or in a nonprofit arena.

- Use of social media platforms: Facebook, Twitter, Instagram, etc.
- Editing software Final Cut; Adobe Premiere; iMovie; Davinci Resolve; InDesign, Photoshop; Canva.
- WordPress, Constant Contact, MailChimp, SquareSpace, Wix, etc.
- Basic accounting and budgeting abilities (experience with QuickBooks).

To apply: Please send a cover letter and resume to kneely@jmtw.org; (Include a link for your LinkedIn if available)

Thank you for your attention.

Jennifer Muller
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