

Tuesday, September 21, 2021

Seeking administrative intern, fall '21-spring '22

Company: Traverse City Dance Project
Location: Traverse City, MI
Compensation: small stipend

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Susan Kettering Photography - IG: @sskettering_photography

Seeking a positive, self-motivated, task-oriented, communicative & creative problem-solver to join the remote team of a growing non-profit dance company as an administrative intern for 5-15 hours/week, October 2021-May 2022, possibly evolving into paid position June-August 2022. Our current focus is on developing free or low-cost outdoor programming for our Northern Michigan & online communities, promoting sustainability & equity in all areas of our organization, fostering the creation of new works, developing local partnerships, creating streamlined administrative systems, board & fundraising development. Tasks may include the following:

- attending bi-weekly Zoom meetings & taking meeting notes
- social media management
- file organization
- project & programming planning & development
- development & fundraising assistance

Again, this is a remote, "work-from-home-or-whenever" position. We love working with & mentoring young adults and can tailor the position towards your interests.

Traverse City Dance Project
4178 Barnes Road
Traverse City, MI, 49684
646-884-2694
[Traverse City Dance Project](#)

For more information:
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