

Wednesday, October 13, 2021

## Dancing Classrooms Digital Communications & Events Intern

Company: Dancing Classrooms

Location: NY

Compensation: \$15/hr

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### Digital Communications & Events Internship - Paid

Please fill out the short answers and upload your resume on the Google Form as soon as possible. Contact Communications Manager Marielle Young at [marielle@dancingclassrooms.org](mailto:marielle@dancingclassrooms.org) with any questions about the application. Applications will be reviewed on a rolling basis until the position is filled.

#### Organizational Overview:

Dancing Classrooms (DC) cultivates essential life skills in young people through the joyful art and practice of social dance. Through standards-based, in-and-out-of-school residencies, we use the vocabulary of social and partner dance to support the social, emotional, cognitive and personal traits inherent in every child. Made famous by the acclaimed 2005 documentary "Mad Hot Ballroom", Dancing Classrooms has been a leader in social dance education for 26 years, partnering with hundreds of NYC schools to deliver its Core Residency (DCNY) programs. DC has served over 600,000 children since its founding, and currently supports 17 affiliate sites worldwide.

In this time of crisis and isolation, we at Dancing Classrooms strongly believe that our vision of schools and communities where every child is connected, respected and given an environment in which to thrive is more important than ever. This is why we have come together as an organization to quickly pivot to offering remote dance learning opportunities which build essential social and emotional skills for young people, while remaining grounded in the elements of the renowned Dulaine Method of dance instruction.

#### Our Culture:

DC believes in the potential of every student and is dedicated to cultivating their artistic, physical, cognitive and social skills in order to support their long-term success. Our culture thrives by putting the remarkable young people we serve at the center of everything we do. Having worked remotely for several years, DC team members are proactive and self-driven, but also thrive in a collaborative environment where flexibility, creativity and an entrepreneurial spirit are encouraged and celebrated. Kindness, compassion, empathy and respect are at the forefront of the way we treat each other, our students, our teaching artists, our school partners, and our supporters. We strive to embrace our role as life-long-learners and to embrace diversity, inclusion, and cross-cultural understanding.

In line with our organizational values of respect and safe space, which includes both emotional and physical well-being, we are committed to prioritizing the health and safety of our students, TAs, staff, and school/organization partners. Before applying, please refer to our Covid-19 policies.

#### Position Overview:

The Digital Communications & Events Intern is a part-time position working mostly remotely, with limited in-person hours for capturing content and assisting with our development events. This position will be responsible for contributing to engagement, research, and content for the organization's social media platforms and digital space (Facebook, Instagram, Twitter, TikTok, LinkedIn, Vimeo, Youtube). This includes engaging with and reporting about our online community, assisting in brainstorming and scheduling posts, researching current trends, light editing if applicable, collaborating to collect assets that strengthen our messaging (capturing some in-person content), and Youtube and Vimeo organization. Additionally, this internship position will have the unique opportunity to be an integral part of our special fundraising events strategy, by assisting with logistics coordination, day-of event preparation, event promotion, in-kind donation research, prospect research, and working closely with the Communications Manager and Development Director on other tasks as needed.

A successful candidate is a creative, detail-oriented, tech-savvy self-starter with a passion for arts in education. We are looking for a candidate with skills working in: Google Drive, Vimeo, YouTube, Facebook, Instagram, Twitter, TikTok, and Events. Photography skills are a plus!

#### Benefits:

This internship is a great opportunity to gain hands-on experience in communications, special events and development, and research. The Intern will learn about the non-profit arts and education field and be welcomed to participate in meetings and other learning opportunities. This is a chance to be an integral part of a small team and make meaningful connections, with opportunities for networking and career development.

Reports to: Communications Manager & Development Director

Start Date: As soon as possible

End Date: Mid-December 2021 or End of May 2022 (flexible)

Schedule: Negotiable around 10 hours per week

Location: NYC-based. Mostly remote hours, but some in-person hours in NYC.

Salary: \$15/hour and course credit, if applicable. Undergraduate students are highly encouraged to apply.

Requirements:

Fluency in most of the platforms and applications referenced above and the motivation and technical know-how to quickly learn how to master a new program as needed

Excellent writing skills

Excellent organizational skills

An interest and/or experience in event planning, marketing, communications, or philanthropy

Ability to manage multiple projects simultaneously

Demonstrated team player who works well with diverse groups of people

Proven ability to work independently and prioritize tasks in a fast-paced environment

An enthusiasm for arts in education and dance

Graphic design, photography, and video editing experience a plus

Commitment to inclusion, diversity, equity and accessibility in education and the workplace

Access to a computer and internet

Dancing Classrooms is an Equal Opportunity Employer that strives to represent individuals from all walks of life in its workforce. We want our employment community to be a representation of the diverse world we live and teach in. As such, we strongly encourage people from underrepresented groups to apply, and we ensure that every candidate who applies for a position is treated equally and fairly without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, veteran status, disability status, marital status and any other factor prohibited by law. We believe diversity in our teammates is paramount to our success as a not-for-profit organization serving all communities in New York.

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Dancing Classrooms  
NY  
[dancingclassrooms.org](https://dancingclassrooms.org)

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For more information:  
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