

Thursday, December 2, 2021

Arts Administration Intern for Winter/Spring 2022!

Company: Dances for a Variable Population
Compensation: Unpaid, College Credit Offered

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Dances For A Variable Population is seeking an Arts Administration Intern for Winter/Spring 2022! We are looking for a dynamic, energetic intern who is eager to learn about how a non-profit dance company functions by assisting with a variety of tasks. The selected candidate will be working closely with our small team to document and support our program activities, data management, and social media presence.

ABOUT DANCES FOR A VARIABLE POPULATION (DVP)

Founded in 2005, Dances For A Variable Population (DVP) is a multigenerational dance company and educational organization that promotes strong and creative movement among adults of all ages and abilities, with a focus on older adults. Through fun, lively, and beautifully executed choreography, DVP makes inclusive dance that engages communities as participants and audience members.

DVP brings vital dance programming to thousands of diverse New Yorkers of all ages each year through:

Free site-related professional dance performances in city parks and transportation hubs.

Free, community-based dance programs for low-income, minority, and culturally underserved older adults, held at 45 senior centers serving over 5,000 seniors since 2008.

Low-cost dance classes for adults of all ages, held at locations throughout Manhattan.

Opportunities for older professional dancers to perform, choreograph and teach.

Learn more about DVP programming at www.dvpnyc.org.

THE INTERNSHIP

DVP is seeking an intern for the Summer 2021 season. We are seeking applicants who are detail-oriented and self-motivated and enjoy working on a team. Interest in the performing arts and arts education is preferred. Interest and sensitivity to working with older adults are pivotal. The intern will gain experience in all facets of non-profit management including development, marketing, and executive administration.

The intern will perform the following:

Assist in managing company social media accounts (Facebook, Instagram, Twitter) in consultation with the Marketing Associate.

Assist in curating, printing, and disseminating promotional material.

Assist with participant and donor correspondence as needed for educational programs, benefit events, and performances.

Assist in data entry and maintenance of Salesforce Database and pulling reports required for reports and proposals. Training in Salesforce will be provided.

Assist with scanning, printing, and filing records in electronic and in-house databases.

Assist with compiling regular reports, invoices, and space rental requests with guidance from the Operations Manager.

Assist in other general administrative assignments as is required.

Strong familiarity with Google Drive and Microsoft Suite is required and swift and self-motivated learning is expected.

The company is a fast-paced organization that monthly manages multiple sequential community educational programs, regular grant proposals and reports, frequent marketing/promotional content, and seasonal performances. The ability to adapt to new information and situations and to learn quickly with a positive attitude is encouraged. Strong oral and written communication is required. Initiative, humility, and the ability to communicate questions in new ventures is pivotal.

Interns who are fluent in languages other than English, especially Spanish and/or Mandarin or Cantonese are encouraged to apply. Native language speakers would be ideal, although not required.

Interns will work directly with the Artistic Director and Operations Manager in helping develop the company at an exciting time and be directly contributing to its growth and reach in serving older adults and their communities in New York City as well as helping support expanding its reach nationwide and globally.

HOW TO APPLY

Please send Resume and Cover letter to sophie@dvpnyc.org with the subject line "Intern Application Winter/Spring 2022"

EQUAL OPPORTUNITY STATEMENT

DVP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. This policy applies to all terms and

conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

DVP is strongly committed to providing reasonable accommodations of disabilities during the application and hiring process. If required, please contact Sophie Visscher-Lubiniski at sophie@dvpnyc.org.

Dances for a Variable Population

For more information:
Sophie Visscher
sophie@dvpnyc.org

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