

Thursday, September 29, 2022

MARKETING & OPERATIONS INTERN: Mare Nostrum Elements

Company: Mare Nostrum Elements
Location: Queens, NY
Compensation: Unpaid/ Credit Only

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PERFORMING ARTS NONPROFIT - MARE NOSTRUM ELEMENTS- SEEKING MARKETING/ OPERATIONS INTERN:

COMPANY OVERVIEW:

Mare Nostrum Elements (MNE) is a Woodside based Dance and Theater non-profit dedicated to the expression of human experiences through dance, theatre and movement. Its mission is to both create and support the making of emotionally-driven stage productions that utilizes dance and theatre to enrich local communities. Founded by Italian performer Nicola Iervasi and American actor/director Kevin Albert, MNE provides nurturing and non-competitive opportunities for performers and students to explore different disciplines and to produce both experimental and classical stagecraft. Established in 2001, the company has created original multidisciplinary works (Mediterranean Voices, Last Chance), produced Off-Broadway plays (The Crucible, Biography), established educational programs (The Young Wave) and presented works by emerging choreographers (Emerging Choreographers Series).

POSITION SUMMARY:

What we are seeking:

A marketing and operations intern who is a driven, self-starter, that has graduated or is currently enrolled in a collegiate institution. Someone who is highly motivated and organized, with experience in arts administration and social media & marketing campaigns. Experience with excel and google drive necessary. Experience with film and editing is a plus and could lead to opportunities for video production projects.

Description:

This is an UNPAID/CREDIT ONLY internship. The position will start in November 2022 with flexible hours ranging from 5-10 hours a week depending on company needs. In instances of higher work volume due to larger projects, productions or campaigns, the schedule will be discussed and agreed upon in advance to accommodate individual schedules.

Responsibilities:

Administrative Support

Depositing Checks and Updating Finance Sheets

Drafting and sending Acknowledgement Letters

Work in conjunction with the company's operations manager to execute a media strategy for The Emerging Choreographer Series

Assist the company's operations manager in social media and marketing outreach (instagram, facebook, linktree)

Draft and Send Newsletters

Perform Grants & Funding Opportunities Research

Research new platforms for administrative management/ organization

Video and Photo editing (if applicable)

Coordinating with ECS choreographers re: social media takeovers

Requirements:

Currently enrolled in a collegiate institution with focus/and or experience in arts administration and Marketing

Knowledge of google suite, including word and excel

Familiar with social media mediums

Excellent written, verbal, and interpersonal communication skills

Experience working with dancers preferred by not required

Knowledge of film and camera equipments and editing software (preferred but not required)

To apply: Please send resume and brief cover letter to Operations@mnelements.org

Mare Nostrum Elements
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For more information:
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