

Friday, July 7, 2023

Dance New Jersey Seeking Interns

Company: Dance New Jersey
Compensation: Unpaid

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Positions: Social Media Intern; Administrative Assistant Intern; Dance Education Intern

Location: Remote

Compensation: Unpaid

Education: College undergraduate/graduate student or graduate from an accredited institution

Dance New Jersey is seeking interns to work 5 hours per week for 6 month commitments. Our internships provide the opportunity to gain valuable experience in arts nonprofit management and learn the functions of a non-profit dance organization that serves New Jersey's dance and dance education communities.

DNJ is seeking applicants with:

Excellent writing, editing, organizational, and time management skills

Ability to meet deadlines and to work independently and collaboratively in a team

Ability to work remotely with access to a computer and internet service, and attend on-site events in-person in New Jersey

General knowledge and experience of Google applications (gmail, docs, forms, slides, sheets, etc.)

Social Media Intern

We are seeking a passionate and creative Social Media Intern who will play a crucial role in promoting our organization and engaging with our community through various social media platforms. This internship is an excellent opportunity for individuals interested in combining their love for dance with their social media skills. In conjunction with mentorship by the Managing Director, the Social Media Intern will:

Co-create and execute social media strategies to enhance our online presence and increase engagement with our target audience

Create and reshare compelling content, including posts, images, videos, and stories that promote and feature members, programs, events, and initiatives (Facebook and Instagram)

Monitor and engage with followers, respond to comments, and encourage participation through social media platforms

Analyze social media metrics and provide insights to optimize our social media performance and stay up-to-date with industry trends and contribute to innovative ideas to enhance our social media presence

Additional skills in graphic design and content creation using tools such as Canva or similar software are beneficial but not required.

Participate in bi-monthly staff meetings and provide general support for DNJ.

Administrative Assistant Intern

We are looking for a detail-oriented and proactive Administrative Assistant Intern to assist with various administrative tasks in carrying out programming and initiatives of DNJ. In conjunction with mentorship by the Executive Director, the Administrative Assistant Intern will:

Support planning, coordinating, organizing, and implementing a variety of DNJ meetings, events, and application processes

Research and develop a DNJ history and archival informational page for website

Participate in bi-monthly staff meetings and provide general support for DNJ

Dance Education Intern

We are seeking a Dance Education Intern to assist in our Dance to Learn program, workshop offerings, and support developing online resources for the dance education community. This internship provides a unique opportunity for individuals passionate about dance education and eager to gain hands-on experience in the NJ dance education field. In conjunction with mentorship by the Director of Dance Education, the Dance Education Intern will:

Support the implementation and coordination of the Dance to Learn program

Assist in the creation and distribution of educational resources for a statewide network of dance educators

Support the coordination of DNJ workshops and gatherings

Participate in bi-monthly staff meetings and provide general support for DNJ

Application Process:

If you are excited about contributing to the New Jersey dance community and gaining valuable experience in the nonprofit sector, we invite you to apply for one of our internship positions. Although this mentoring internship is unpaid, we seek to provide invaluable experiences and opportunities for personal and professional growth.

To apply please submit the following:

Resume/CV, including relevant administrative experience

A brief cover letter indicating your preferred internship position and explaining your interest in joining our organization

Please submit materials to Erin Carlisle Norton, Executive Director at erin.dancenj@gmail.com. Due by July 18, 2023. Title subject line: "DNJ Internship"

For more information, please visit Dance New Jersey's website at www.dancenewjersey.org

Dance New Jersey

For more information:
Erin Carlisle Norton
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