

Thursday, February 8, 2024

## Dance New Jersey Seeking Communications Intern

Company: Dance New Jersey  
Compensation: 0

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Position: Communications Intern

Location: Remote (NJ based preferred)

Compensation: Unpaid

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

Dance New Jersey is seeking a Communications Intern to work 5 hours per week for a 6 month commitment. 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.)

### Role & Responsibilities

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

- Co-create compelling content, including posts, images, videos, and stories that promote and feature members, programs, and events (Facebook and Instagram) to enhance our online presence and increase engagement with our audience
- Monitor and engage with followers, respond to comments, and encourage participation through social media platforms
- Optimize our social media performance by staying up-to-date with industry trends and contributing 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.
- Assist in the creation of communications to our audience through email marketing software and website development.
- Participate in weekly meetings with staff, and provide general support for DNJ.

Anticipated start date: March 18th, 2024

### 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 this internship. 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 communications, social media, and/or graphic design experience
- A brief cover letter indicating your prior experiences relating to this internship and your interest in joining our organization

Please submit materials to Kelly Guerrero, Managing Director at [kelly.dancenj@gmail.com](mailto:kelly.dancenj@gmail.com). Due by March 1st, 2024. Title subject line: "DNJ Internship".

For more information, please visit Dance New Jersey's website at [www.dancenewjersey.org](http://www.dancenewjersey.org)

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Dance New Jersey

<https://listings.dancenewjersey.org/opportunities/community-opportunities/DNJ-Seeking-Communications-Intern-TU3Q08C5.html>

For more information:

Kelly Guerrero

[kelly.dancenj@gmail.com](mailto:kelly.dancenj@gmail.com)

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