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PLACE LISTINGS OR PURCHASE ADS

August 11, 2017

[Intern, Special Events](#)

This position is responsible for supporting the Special Events Department in all areas of event planning. Intern will process Special Events income and maintain event records, produce acknowledgement letters, process invoices, track expenses, assist with mailings, help to maintain inventory, manage distribution of departmental mail, assist in designing all in-house event materials, draft event descriptions...

August 11, 2017

[Intern, Membership](#)

This position is primarily responsible for assisting with all facets of the Membership Department operations, and participates in all department fundraising events and activities. Intern will work with Membership Associate and Coordinator to process membership renewal gifts, generate acknowledgement letters, and update membership records, help with membership subscriptions and ticketing; preparing...

August 11, 2017

[Intern, Major Gifts](#)

This position is primarily responsible for assisting the Major Gifts team within the Development Department. They will assist Associate Directors of Major Gifts and Major Gifts Associate with administrative duties and projects, managing a portfolio of current and prospective donors, including the organization and maintenance of accurate records for files, Raiser's Edge and Playbill. Support Major...

August 11, 2017

[WE CREATE! Celebrating Women in the Arts](#)

We are pleased to announce that the applications for the Boston-based festival: We Create! is now open. Deadline for submissions is September 8th, 2017. Application can be found here: www.danzaorganica.org About We Create: We Create is a process-oriented festival that gives artists the opportunity to create original works around an annual theme during a period of 6 months. Artists meet twice during...



August 11, 2017

[Intern, National Training Curriculum](#)

This position is primarily responsible for assisting the National Training Curriculum Manager in organizing ABT's National Training Curriculum (NTC) Teacher Training Sessions, and assisting the Affiliate Exam Coordinator with Affiliate Examinations. Interns will attend and assist in the teacher trainings, help manage NTC boutique sales, research and update marketing mailing lists, and help with...

August 11, 2017

[Intern, ABT JKO School](#)

This position is primarily responsible for assisting the Director of JKO School, and the Director of the JKO School Children's Division in special projects related to the ABT Jacqueline Kennedy Onassis School. They will act as chaperones for the Children's Division students to and from studios for daily classes, act as parent contact/receptionist during evening hours, assist ABT JKO School...

August 11, 2017

[Intern, Department of Education and Training](#)

This intern works across the entire Education and Training department. They will assist the Associate Director of Education and Training in the organization and execution of ABT's outreach programs, including Young People's Ballet Workshop. They will also manage inventory, assist with maintenance of the Educational Outreach database and audio/video archives, organize schedules, and help with...



August 10, 2017

[ATTENTION: AMAZING CHILDREN'S DANCE CO. SEEKS MANAGER](#)

Prestigious Award Winning Competitive Dance Company with more than 650 students and locations on the Upper East and Upper West side is looking for an organized, dedicated, mature, individual to handle administrative duties. This position is responsible for building and managing sales of classes for accurate yearly scheduling purposes, while maintaining the company's existing relationships....



