

## FOR AUDIENCES

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Friday, January 3, 2020

### Reputable Arts Organization in Harlem in search of interns

Company: Reputable Arts Organization in Search of Interns  
Location: Harlem, NY

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Reputable arts organization in Harlem is in search of consistent, reliable, and efficient interns.

The ideal candidate: passion for arts and community education is essential

Dance background is not necessary.

Strong preference for 1 year of work-related experience -

Strong analytical and problem solving skills - Strong attention to detail - Excellent communications, writing and customer service skills. Interest and/or experience in non-profit management and/or arts administration - Computer skills, including Microsoft Office Suite - Knowledge of Adobe Creative Suite (InDesign, Photoshop, etc.) not required but is a plus. -Assist in keeping the office is clean and organized.

Reputable Arts Organization in Search of Interns  
270 W 119th street Apt 1b  
Harlem, NY, 10031  
917-374-5486

Schedule  
January 3, 2020: 1:00pm

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