

Thursday, September 9, 2010

INTERNSHIP OPPORTUNITY â€" ARTS ADMINISTRATION

To apply, please submit a resume and complete cover letter to Chandru Mutthi, Board Member and Volunteer Coordinator at cmurthi@seeinggreen.net.

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September-December 2010 (with possibility of extension)

Flexible 10-15 hours/week

Unpaid, college credit available

Amanda Selwyn Dance Theatre/Notes in Motion Outreach Dance Theatre (www.notesinmotion.org) is seeking a talented, experienced, and energetic Arts Administration Intern to join their creative community that presents original dance theatre in NYC and brings arts-in-education programs to the New York City public schools. Applicants must have strong inter-personal and computer skills, be highly organized, and have the ability to work independently. Intern will work directly with the Artistic Director, Development Associate, and members of the Board of Directors to create organizational systems, manage correspondence, research funding opportunities, assist with special events, and help with marketing. This is an exciting opportunity for someone who wants to learn the nuts and bolts of running a 501(c)3 organization and is passionate about dance and arts education.

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