

Monday, July 11, 2016

Administrative Intern Wanted at Peridance Capezio Center

Company: Peridance Capezio Center
Location: New York, NY
Compensation: Free classes

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Peridance Capezio Center is looking for an Administrative Intern! This intern will assist the School Administrator with a wide variety of duties in the office. Our office is a friendly and creative environment and this internship is a great start for dancers in college or in intensive training programs, looking to explore behind the scenes of the dance industry. Looking for a goal oriented individual with attention to details and great communication skills.

- Basic administrative/office knowledge
- Must be extremely knowledgeable in dance and familiar with Peridance.
- Excellent writing, grammar, and text editing skills.
- Knowledge in MAC, updating website and schedules
- Fluency with all Microsoft Office applications on Mac
- Self-motivated with a professional demeanor
- Basic knowledge Photoshop is a plus but not necessary

To apply please email your resume and a cover letter to Mathew James at info@peridance.com (with subject line Admin Intern).

Peridance Capezio Center
126 E 13th St
New York, NY, 10003
212-505-0886
www.peridance.com

For more information:
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