

Tuesday, August 16, 2016

Doug Varone & Dancers Seeks Fall Interns

Company: Doug Varone and Dancers
Location: New York, NY

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Doug Varone and Dancers (DOVA), one of the country's premier dance companies, is currently seeking interns for the fall semester. Interns at DOVA are at the center of running a non-profit dance company. Although interns must specify an area of interest, they are often asked to assist in other areas throughout the internship. We view internships as a learning experience and an opportunity for students to gain hands-on experience in the basics of arts administration.

To apply: Please send a résumé and letter of interest to jobs@dougvaroneanddancers.org or to the attention of the Intern Coordinator, Doug Varone and Dancers, 260 West Broadway, Suite 4, New York, NY 10013. You must specify at least one area of interest.

We are currently seeking interns in: Fundraising, Company Management, and Marketing (descriptions below). DOVA interns must be willing to work 15-20 hours per week.

Fundraising Interns will assist the Executive Director. Responsibilities will include funder management and relations, generating donation receipts and funder communications, assisting with individual donor campaigns and with special events, and, for the right candidate, grant writing and reporting. Candidates must possess strong writing skills, be detail oriented, capable of staying focused in a busy environment, and thrive at working independently. This is a great opportunity for an intern wishing to develop experience with non-profit arts funding and to understand the relationship between financial development and season programming.

Company Management Interns will assist the Administration Manager and Company Manager. Responsibilities will include contract drafting, budgeting, finance, securing rehearsal space, assisting with touring expenses, and general administrative duties in all departments. This is a great opportunity for someone wishing to develop experience in non-profit arts management at a hands-on organization.

Marketing Interns are fully integrated into the marketing and promotion of DOVA's productions, workshops, and programming. They will work primarily with the Administration Manager and the Executive Director. Interns participate in the conception and launch of marketing strategies including creating print and web advertisements, social media content development, maintaining the website, organizing digital media, and organizing mailing list exchanges. They must have strong organizational and interpersonal skills, and preferably possess some experience with either graphic design software or basic HTML.

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