

Thursday, January 12, 2017

## Gain ADMIN EXPERIENCE and GET FREE CLASS! Intern with Movement Research

Company: Movement Research  
Location: New York, NY

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MR Interns Lea Torelli, Benedict Nguyen, Tamia Ruiz

Movement Research is one of the world's leading laboratories for the investigation of dance and movement-based forms. Valuing the individual artist, their creative process and their vital role within society, Movement Research is dedicated to the creation and implementation of free and low-cost programs that nurture and instigate discourse and experimentation. Movement Research strives to reflect the cultural, political and economic diversity of its moving community, including artists and audiences alike.

Movement Research offers internship opportunities to dancers of all levels, ages 18 and up. See below for details and how to apply.

### CURRENTLY HIRING (JAN 2017):

Class Registrars, Finance & Operations, Marketing & Media, Programming, Performance Journal, and Critical Correspondence

Minimum commitment varies, but is generally 6 months for NY residents and case by case basis for international students, 10-15 hours per week, in exchange for free classes, some free workshops and at least one MELT workshop.

To apply for an Internship:

\*submit a cover letter and resume to [info@movementresearch.org](mailto:info@movementresearch.org)

\*specify the position(s) to which you are interested in applying, and the date you are available to begin

### OFFICE INTERNSHIPS

#### FINANCE AND OPERATIONS INTERN

The Finance and Operations Intern works closely with the Operations Manager on matters related to the day-to-day operations of the organization. This includes bookkeeping, bank deposits, artist contract preparation, IT, database and facilities maintenance. This position provides interns with hands-on experience in arts non-profit administration. Candidates should have strong organizational skills, attention to detail and excellent email etiquette. Experience in Quickbooks, FileMaker Pro and Mac Mail programs is a plus but not required.

#### MARKETING INTERN

The Marketing Intern assists the Media and Communications Manager with the social media accounts, press and promotional materials, website maintenance and online class listings. The ideal candidate possesses a strong work ethic, basic organizational skills, ability to work independently and an interest in engaging in Movement Research classes and events. Attention to detail and strong proofreading skills are a priority. Experience with Mailchimp or other email marketing programs a plus, in addition to a strong knowledge of social media platforms such as Facebook and Instagram.

#### MEDIA INTERN

The Media Intern assists the Media and Communications Manager with the video archive and database, press and promotional materials, website maintenance and social media. The ideal candidate possesses a strong work ethic, exceptional proofreading skills, ability to work independently and an interest in the documentation of contemporary and experimental dance. Experience with Mac software and Excel are strongly encouraged. Experience with Dreamweaver, iMovie, and/or social media platforms a plus.

#### PERFORMANCE JOURNAL ARCHIVES AND SUBSCRIPTIONS INTERN

The PJ Archives and Subscriptions Intern works closely with the Media and Communications Manager to manage subscriptions and maintain the database for the Performance Journal, Movement Research's bi-annual printed publication. Candidates should have experience with Microsoft Excel and Word, excellent writing skills, strong organizational skills, attention to detail, and the ability to work in a small, busy office

environment. Participants will gain experience with Filemaker Pro, MR's detailed customized database. To learn more about the MRPJ visit <https://movementresearch.org/publications/performance-journal>

#### PROGRAMMING INTERN

The Programming Intern works closely with the Programs and Events Coordinator to organize many of the artist programs and events including but not limited to: Fall and Spring Workshops and Classes and application based programs. Candidates should have experience with Microsoft Excel and Word, excellent writing skills, strong organizational skills, attention to detail, and the ability to work in a small, busy office environment. Knowledge of Filemaker Pro, Mac Mail program, and Google Docs not required but helpful.

#### CLASS REGISTRAR INTERNSHIPS

Duties include: class registration, studio maintenance and cleaning, serving as a liaison between the studio and the off-site offices, and occasionally assisting with office duties and events.

#### STUDIO COORDINATOR INTERNSHIPS

Based at our Abrons Arts Center office, the Studio Coordinator works among a team of interns in this role, assisting with the Space Subsidy Program. Studio interns will interact with artists booking our spaces, schedule and facilitate contract meeting for artist studio usage agreements, studio maintenance and cleaning, and general day-to-day oversight of the program as needed.

#### CRITICAL CORRESPONDENCE INTERNSHIP

The Critical Correspondence internship is largely self-directed and the intern will most often work from home, aside from monthly meetings. It is a good opportunity to gain experience in the field and hone editorial and critical thinking skills. Click here to read more about this intern's tasks.

Critical Correspondence internships are approximately 10 hrs per week. The internship term is one year. Hours may be distributed unevenly depending on season and needs, and the intern will receive free Movement Research classes and some workshops.

To apply for the Critical Correspondence internship, please submit a cover letter and resume to [cc@movementresearch.org](mailto:cc@movementresearch.org).

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