

Thursday, October 3, 2019

Spoke the Hub Seeks Administrative Interns for Dance & Community Arts Organization

Company: Spoke the Hub
Location: Brooklyn, NY
Compensation: n/a

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Spoke the Hub Dancing, Inc. one of Brooklyn's oldest and finest not-for-profit, multi-purpose, community dance and arts organizations -- called "one of the most exhilarating art spaces in Brooklyn" -- is seeking several part-time administrative interns to join our office staff. Fall internships would run through December 31, 2021 with the intention of hiring new staff from this pool in 2022.

Applicants must be extremely user friendly, have excellent social, speaking and writing skills, and enjoy working with artists, children, and a diverse adult population of all ages and backgrounds. Very helpful to be well-versed in Dance, Brooklyn, and related theater and art forms.

Must be a self-starter, responsible, well-organized, detail oriented, proactive, punctual, community-minded, largely unflappable, a multi-tasker, computer savvy and able to work productively on own with minimal supervision and have good common horse sense. Individuals who live in the neighborhood and have a strong work ethic and a 'roll up yer sleeves and get the job done' attitude are particularly appreciated.

Intern duties will include: assisting current Space Manager and STH Artistic Director; data entry; social media & marketing; answering and returning phone calls and emails; updating website; help with coordinating schedules, artists, spaces, programs and activities; managing volunteers; and making sure all day to day studio business runs smoothly.

Local Brooklyn residents preferred.

Applicants should drop off or send: 1) a letter of interest 2) a resume and 3) three current work references to:

Spoke the Hub Dancing, Inc.
Attention: Elise Long
748 Union Street
Brooklyn, NY 11215-1209

NO PHONE CALLS PLEASE

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