

# Danspace Project

## **Internships at Danspace Project**

Danspace Project accepts resumes for our internship program on an ongoing basis. Our interns typically work across departments, folded into our small, team-based way of working. They receive both a broad overview of the daily operations of Danspace Project, as well as hands-on opportunities to learn specific arts administrations skills in a variety of areas.

## **Responsibilities (by department):**

**Marketing/Communications** Maintain email database; paste-up reviews; draft marketing content for multi-channel social media campaigns.

**Development** Help with special event planning & execution, including major donor cultivation events; Work in the donor database entering gifts, generating acknowledgement letters using Mail merge; Assist with large direct mail campaigns; Provide support for grant proposals and reports as needed; Other administrative tasks as defined by the development staff.

**Programming** Preparation of contracts & other documents; assist with current season; actively take part at events geared around the season.

Responsibilities will also include, but are not limited to, answering phones, sorting mail, recording box office reservations, and providing general day-to-day office support.

Must be able to commit to a minimum of 10-15 hours per week for a minimum of 3 months—these hours will include daytime administrative hours and well as evening/weekend performance and event hours.

**Qualifications:** The ideal candidate has an interest in contemporary dance and performance, arts administration as a potential career path and is a self-motivated individual with the willingness to learn. Must be proficient in Microsoft Office including Word and Excel. Knowledge of Photoshop a plus. Attention to detail is a necessity. Individual must have a courteous manner and be able to work with staff, artists, and the general public. Danspace Project has a small, dedicated staff; therefore, the candidate must be a team player.

**Compensation:** This is an unpaid internship. Danspace will provide a diligent and reliable intern with excellent recommendation letters and free tickets to Danspace Project performances.

**How to Apply:** Please send a copy of your resume along with a cover letter explaining your interest in the internship to [info@danspaceproject.org](mailto:info@danspaceproject.org).