



2017 Internship Program

Founded in 1980, Dance Place builds a community of artists, audiences and students through high quality performances, commissions, training and educational programs. We are committed to enriching the field of dance locally, nationally and internationally. Our thriving arts campus serves as an anchor in the development of our Brookland/Edgewood neighborhood in Washington, DC.

Dance Place is seeking college students and recent graduates interested in learning how a thriving dance center operates from the inside out. The experience will enhance participants' abilities to shape sustainable, creative careers. Interns are selected for specific departments including: *technical theater, production, development, arts administration, marketing and youth development*. Internships are available with housing provided, or if you are located in the DC area consider the non-housing option!

BENEFITS OF A DANCE PLACE INTERNSHIP

Dance Place's internship program provides employment experience that has helped hundreds of individuals begin a professional career in the non-profit arts sector. Other benefits include:

- **Dance classes.** Unlimited free classes during your internship.
- **Performances.** See performances with complimentary tickets during your internship.
- **Gain valuable work experience.** Gain hands on work experience in the arts and dance community.
- **Have an edge in the job market.** Hands-on internship experience sets you apart from others.
- **Transition into a job.** Some interns have continued to work full or part time at Dance Place!
- **Networking opportunities.** Meet arts leaders, presenters, teachers, choreographers and professional dancers in the field of dance.
- **Gain confidence.** If an interviewer asks if you know how to do something, you won't say, "I think I would be able to do that" but can say "absolutely" and supplement your assertion with examples.
- **Decide if this is the right career for you.** Doing an internship is a great way to find out if working in the arts is for you.

REQUIREMENTS OF A DANCE PLACE INTERNSHIP:

Internship with housing provided:

- 20-25 hours per week (M-S between 9am-10pm)
- Must be available Mondays 12-2:30pm for staff/intern meetings
- Work week includes at least 1 shift of studio management
- Assist with front of house management at least once a month for performances
- Actively participate in multiple Dance Place departments and programs and volunteer for special events

Internship non-housing:

- 13-15 hours per week (M-F between 10am-6pm)
- Work week includes at least 1 shift of studio management
- Actively participate in multiple Dance Place departments and programs and volunteer for special events

HOW TO APPLY:

Email the following materials to internships@danceplace.org

- Cover letter- Specifying 2 areas of interest and housing or non-housing option
- Resume (if applicable also submit your dance resume)
- One letter of recommendation

2017 PROGRAM DATES	
Summer	May 29- August 19
Fall	TBD



SUMMER 2017 POSITIONS AVAILABLE **HOUSING AND NON-HOUSING POSITIONS AVAILABLE**

APPLICATION DEADLINE: MARCH 10th, 2017 BY 6PM

MOVE-IN DATE: May 26th

SESSION DATE: May 29th-August 19th

ADMINISTRATIVE INTERN

Description: Intern will have an intimate experience of how a nonprofit organization functions as a business. Working in the main office offers a great perspective on the daily flow of business including vital interactions with the public, artists, community and families. Intern will assist with the adult class program and with space rental management.

Responsibilities will include:

- Manages Supplies (office and janitorial)
- Possesses general knowledge of the office space
- Knowledge and ability in operating office machinery such as: the copier, paper shredder and computers
- Answering the phone with appropriate professionalism and with a clear understanding of how to assist a caller and use the phone system
- Processing a ticket order over the phone while being polite and helpful
- Assist in drafting contracts, taking payments and completing monthly breakdown for space rentals
- Assist in balancing and coding daily income from adult classes

Qualifications: Must be extremely organized with exceptional inter-personal skills, have a good memory and be able to juggle different tasks calmly. Must demonstrate ability to handle phone conversations professionally and have good customer service; an ability to work in a fast pace environment is essential. Also intern should have a desire to work with finances, interact with wide diversity of people, be accommodating and have strong communication skills both written and verbal.

INDIVIDUAL GIVING INTERN

Description: The Individual Giving Intern will gain valuable experience in fundraising for individual gifts. The intern will work closely with Individual Giving Associate, Triana Brown with tracking donors, assisting in the preparation of solicitation materials, pursuing in-kind gifts and strategizing for Dance Place's Capital Campaign.

Responsibilities will include:

- Process and track all individual donor gifts including gift entry, acknowledgements and weekly reports
- Support communications with board members and donors
- Assist in planning and implementing donor cultivation events
- Assist in planning of the annual Gala event
- Support the creation of the annual budget
- Support the Individual Giving Manager in Capital Campaign work

Qualifications: Intern must be flexible, extremely detail-oriented and possess strong organizational skills with the ability to manage multiple tasks at once.

**Interested applicants should submit a writing sample (1-2 pages), in addition to the required resume, cover letter and letter of support.



GRANTS INTERN

Description: The Grants Intern will be responsible for working under Development Director, Judy Estey in researching, applying for and managing government, foundation and corporate grants. Intern will gain valuable experience in pursuing corporate sponsorship, the grant writing process, capital campaign planning, utilizing a database and creation of solicitation materials. The Intern will gain an important insight into the workings of an arts organization and the process of fundraising.

Responsibilities will include:

- Supporting the day to day operations of the Grants office
- Composing and assisting with email and written correspondence to funders
- Assisting in execution of grant awards and funding
- Managing projects assigned by the Founding Director or other development staff
- Researching potential prospects

Qualifications: Intern must have: exceptional writing and proofreading skills, good organizational skills, ability to self-manage and work autonomously on projects, be a quick learner, operate in a fast-paced environment and good time management skills.

**Interested applicants should submit a writing sample (1-2 pages), in addition to the required resume, cover letter and letter of support.

MARKETING/BOX OFFICE INTERN

Description: The Marketing/Box Office Intern will work with Communications Manager Amanda Blythe and Box Office Manager Alison Talvacchio to promote and sell performances, classes, and youth programming.

Responsibilities will include:

- Update the Dance Place website as needed, including performance listings and job bank
- Maintain database with accurate patron contact information and history
- Assist with design of email communications
- Maintain press archive of articles regarding Dance Place
- Research innovative strategies for expanding Dance Place's reach in print, web, and social media
- Assist with marketing and coordination of group sales initiatives
- Assist with development of fliers and press releases for master classes and special events
- Serve as Box Office Manager for select weekend performances
- Communicate effectively with a diverse group of patrons and artists
- Reading and recording weekly surveys and reporting feedback to staff

Qualifications: Possesses excellent writing and communication skills; Proactive problem solving ability; Capability to handle multiple projects simultaneously; Interest and passion for youth education and/or dance programming; Experience in HTML a plus; Strong customer service skills is a must.



YOUTH PROGRAMS INTERN (KOM)

Description: Intern will have hands on experience juggling many different tasks related to youth programming. Learning how to balance administrative duties and be fully present and available for the children and community that we service.

Responsibilities will include:

- Administratively assist Education Associate, Brenna Dames in the Kids on the Move dance classes
- Intern will learn leadership and management skills required to run and coordinate Youth Programming
- Intern will develop an understanding of money management skills including: tracking payments, and logging payments into the system
- Intern will be main point of contact for parents throughout the summer by communicating with them via phone, email and in person
- Intern will have the ability to interact with children as a Kids On the Move teaching assistant

Qualifications: Interested applicants should have experience working with youth, and or an interest in working with children that live in under-resourced communities. Ability to focus and multi-task in a high-energy, yet fun environment is a plus. Intern must be able to work individually as well as in a group setting and as a leader. Must demonstrate ability to handle phone conversations professionally and have good customer service; an ability to work in a fast-paced environment is essential.

YOUTH PROGRAMS SUMMER CAMP INTERN

Description: Intern will have hands on experience juggling many different tasks related to youth programming and working specifically with the Dance Place Performing Arts Summer Camp. Intern will serve as a camp counselor from 9am-5pm Monday-Friday. Intern will also be required to work a Dance Place performance one weekend a month. Position is for 40 hours (20 paid hours and 20 hours for internship in exchange for housing.)

Responsibilities will include:

- Leading a camp group throughout the day: Monday-Friday 9:00am-5:00pm
- Preparing daily lesson plans for camp curriculum
- Assisting with camp classes
- Attending weekly field trips
- Being a positive role model/mentor for all youth involved in camp

Qualifications: Interested applicants should have experience working with youth, and or an interest in working with children that live in under-resourced communities. Ability to focus and multi-task in a high-energy, yet fun environment is a plus! Intern must be able to work individually as well as in a group setting and as a lead. The camp is centered around the performing arts, so candidates should have a performing arts background.





JUNIOR STAFF PROGRAM INTERN- SUMMER CAMP

Description: Intern will have hands on experience juggling many different tasks related to youth programming and the Junior Staff Program. Learning how to balance administrative duties and be fully present and available for the teens and community that we service. Intern will serve as a camp counselor for the Junior Staff from 9am-5pm Monday-Friday. Intern will also be required to work a Dance Place performance one weekend a month. Position is for 40 hours (20 paid hours and 20 hours for internship in exchange for housing.)

Responsibilities will include:

- Administratively assist Director of the Junior Staff Program
- Intern will learn leadership and management skills required to run and coordinate Youth Programming
- Preparing daily lesson plans for camp curriculum in coordination with the Junior Staff Program Manager, Ashlee McKinnon
- Assisting with camp classes
- Attending weekly field trips
- Being a positive role model/mentor for all youth involved in camp

Qualifications: Interested applicants should have experience working with youth, and or an interest in working with teens that live in under-resourced communities. Ability to focus and multi-task in a high-energy, yet fun environment is a plus. Intern must be able to work individually as well as in a group setting and as a leader.

TECHNICAL THEATER INTERN

Description: Intern will be the chief backstage technician for most Dance Place performances, acting as the key point of contact between the performers and the stage manager during shows. The Technical Theater Intern will have an opportunity to observe the process of tech week, and to work directly with the Dance Place technical crew, as well as with the production teams of local and touring companies performing on our stage.

Responsibilities will include:

- Assisting with light hang and focus calls
- Being “on deck” during cue-in to assist with spiking the stage, changing gels, striking props and set pieces
- Maintaining order backstage during and between performances
- Assisting with set-up and restoration of the theater space before and after performances/rehearsals
- Serving as light or sound board operator during cuing and/or performances
- Assisting with scenic builds

Qualifications: Must exhibit strong communication skills, ability to take initiative and direction, and ability to stay calm in high-stress situations; must work well as a team member and act professionally with the entire production team including artists and company directors; comfort with heights and ability to lift 50+lbs preferred.



PRODUCTION MANAGEMENT INTERN

Description: The Production Management Intern maintains the Production Timeline, and serves as the main point of contact with artists to schedule production meetings, monitor deadlines, and send out production agreements. Intern will work closely with the Dance Place Technical Director and Artistic Programming Manager, as well as with company directors, designers, and stage managers. This is an excellent opportunity to gain an inside perspective of the pre-production process, as well as to make connections with Washington-based and touring dance companies.

Responsibilities will include:

- Assisting Dance Place Technical Director to coordinate all technical and front of house needs for each performance in Dance Place's season
- Managing the "LetterMeLater" account, which schedules messages to be sent out to artists
- Communicating with artists to schedule production meetings and showings. Updating production meetings and showings Google calendar.
- Attending and taking notes at production meetings and sending those notes out to all parties involved
- Updating and organizing production agreements as needed; following up with artists as needed to ensure that all required information is received in a timely fashion
- Collecting lighting paperwork and audio-visual content from designers and sharing this with the Dance Place technical crew

Qualifications: Must be extremely organized with exceptional inter-personal skills, have a good memory and be able to juggle different tasks calmly. Must demonstrate ability to handle phone conversations professionally and have good customer service skills. Must have ability to monitor deadlines and possess excellent writing and communication skills.

ARTISTIC AND COMMUNITY PROGRAMMING INTERN

Description: Intern will work directly with the Artistic and Community Programming Manager and will perform administrative work that directly supports Dance Place's current and upcoming performance seasons. Additionally, this position will assist with Dance Place's community programs including the 8th Street Arts Park, Art on 8th and DC Casineros Social events.

Responsibilities will include:

- Communicating with artists
- Creating and sending artists contracts for indoor and community performances
- Assisting with special events and receptions
- Assisting with tour artists/artist services
- Research new funding sources specific to our presentation series
- Communicating with local residents and businesses and develop community relationships

Qualifications: Must be extremely organized with exceptional interpersonal skills, have a good memory and be able to juggle different tasks calmly. Must demonstrate ability to handle phone conversations and email professionally. Must thrive in a fast-paced environment.