

## Summer 2012 Internship Program

May 21, 2012 – August 17, 2012

Dance Place, a national presenter of dance and community based arts center will help interns to explore career options in the field of dance, learn arts administration and network with professionals in the field. Dance Place is seeking college students and recent graduates interested in learning how a thriving dance center operates from the inside out.

**Dance Place's internship program provides employment experience that has helped hundreds of individuals begin a professional career in the non-profit arts sector.** Interns are selected for specific departments including technical theater, dance production, arts administration, marketing, fundraising and youth development. Internships are available with **free housing**, or if you live in the DC area consider the non-housing option. All interns receive **free dance classes** and **free admission** to performances at Dance Place.

The mission of Dance Place is to transform lives through performing arts and creative education programs that inspire personal growth, professional success, physical wellness and community engagement. Dance Place has a commitment to serving the rich cultural diversity of our nation, city and immediate neighborhood through a wide variety of affordable and free programs.

### Look at what past interns have said about their experience in our program:

*This internship enhanced my interpersonal and communication skills - Ravae Duhaney*

*Dance Place has played an instrumental role in my self-confidence as a dancer - Jana Roberts*

*This experience gave me a clear perspective of what I would like my career to look like - Jenise Anthony*

*I know I will always be able to call Dance Place my home - Jessica Dolezal*



### Requirements (Housing Option)

- Minimum of 20 hours per week (M-S between 9am-10pm)
- Must be available Mondays 12-2:30pm for staff meetings
- 20 hour week includes at least 1 shift of studio management
- Will participate actively in multiple Dance Place departments and programs and volunteer for DanceAfrica, DC Festival
- Assist with front of house management at least once a month for performances

### Requirements (Non-housing Option)

- 12-15 hours per week (M-F between 10am-6pm)
- Will be assigned to a specific department or program

### Benefits (Housing and non-housing options)

- Free dance classes
- Free performances
- Great experience!

### To Apply

Fax or email the following to Valerie Branch at 202-269-4103 or [valerieb@danceplace.org](mailto:valerieb@danceplace.org)

- Cover Letter (include area of interest and housing or non-housing option)
- Resume detailing both dance (if applicable) and work experience
- One letter of recommendation

**Available positions: SUMMER 2012 (May 21, 2012 – August 17, 2012)**

**\*Move-in date: May 18-20, 2012\***

**Housing and non-housing positions available**

**\*Application Deadline: March 1, 2012**

### **Executive Assistant to the Founding Director**

Description: Intern will work closely with the Director, learning about the various ins and outs of running an arts organization. The Director's Assistant will gain first-hand experience working in fundraising as part of the Grants development team. This is an opportunity to develop a strong relationship with one of the most well-respected arts directors in the Washington, DC area and to get a first-hand look at how to be a successful entrepreneur.

Responsibilities will include:

- Checking email, taking phone messages, scheduling appointments
- Relaying messages and assisting with email correspondence
- Assisting in execution of grant agreements and applications, thank you letters, etc under the guidance of the Grants Manager.
- Managing projects assigned by the Founding Director or other development staff
- Acting as an assistant youth leader for a few hours a week (as part of Carla Perlo's gardening club workshop)
- Helping to coordinate with other staff members

Qualifications: must be a fast learner, extremely organized with exceptional inter-personal skills; have a good memory and be able to juggle different tasks calmly; must demonstrate ability to compose and write communications well and handle phone conversations professionally; **ability to work in a fast-paced environment is essential.**

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

### **Individual Giving Intern**

Description: Intern will gain valuable experience in friend-raising and fundraising for individual gifts, the wave of the future. With significant responsibility in tracking and accounting of donors, the intern will work closely with Individual Giving Manager and Co-director Deborah Riley in learning about solicitation materials, pursuing in-kind gifts and participating in Capital Campaign.

Responsibilities will include:

- Assisting in communications with donors
- Processing and tracking all individual donor gifts, sending thank you's
- Assisting in planning & implementing donor cultivation events
- Documenting summer camp activities through interviews, photos, videos
- Assist in planning of annual Gala event

- Support the creation of annual budget
- Support Individual Giving Manager in Capital Campaign

Qualifications: Intern must have exceptional attention to detail, ability to work individually and be self-motivated, mature voice, be responsible, good with time management.

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

### **Marketing/Media Intern** (*position available April 1, 2012*)

Description: The Marketing/Media Intern will work with the Marketing Director to promote performances, classes, and youth programming.

Responsibilities will include:

- Coordinate photography and videography of Dance Place activities including:
  - taking of raw photo/video
  - editing of photo/video elements
  - uploading and promoting photo/video elements to social media sites
- Manage all online outreach and promotion for the Dance Place Energizers youth programs using Facebook, Twitter, YouTube and more
- Analyze social media campaigns to increase effectiveness of future campaigns
- Research innovative web strategies for expanding web and social media impact
- Assist with marketing and coordination of group sales initiatives
- Assist with development of fliers for master classes and special events
- Help Marketing Director with other assignments as necessary

Qualifications: Prior marketing experience is a plus; Amateur to pre-professional experience with photography, videography and editing; Possesses excellent writing and communication skills; Understands social media universe, including YouTube, Twitter, and Facebook; Ability to handle multiple projects simultaneously; Interest and passion for youth education and/or dance programming

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

### **Administrative Assistant/Office Management**

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. Significant responsibilities in managing and renting our dance studio.

Responsibilities will include:

- Develops an understanding of money management skills including: check deposit and endorsement, bank accounts, ATM use, credit cards versus ATM cards, and income tax

- Assists Financial Director
- Management of studio rentals in Dance Place studio II
  - Primary responsibility for scheduling, contracting, invoicing and communicating with artists renting DP2 dance studio.
- Manages Supplies (office and janitorial)
- General knowledge of the office space
- Knowledge and ability in operating office machinery such as: the fax machine, copier, paper shredder and computers
- Able to answer the phone with appropriate professionalism and has a clear understanding of how to assist a caller and use the phone system including
- Able to take a ticket order over the phone while being polite and helpful

Qualifications: Desire to work with finances, highly organized, interact well with wide diversity of people, accommodating and clear communications both written and verbal.

### **Youth Programs Assistant**

Description: Intern will have hands on experience juggling many different tasks related to youth programming. Learning how to time manage, accomplish administrative duties and be fully present and available for the children that we service. Co-Directors, Valerie Branch and Shannon Quinn are also Co-Artistic Directors of resident company, REVISION dance collaborative; as an assistant to the Co-Directors, intern will also gain minimal company management experience.

Responsibilities will include:

- Administratively assist Co-directors in the following programs: After school club, Jr. Staff Program, Internship program, Kids on the Move, Outreach and In-reach programming
- Intern will learn leadership and management skills required to run and coordinate Youth Programming
- Intern will have the ability to interact with children as a Kids On the Move teaching assistant
- Intern will have the opportunity to serve as assistant company manager to the Co-Directors for resident dance company, REVISION dance collaborative
- Intern will develop an understanding of money management skills including: tracking payments, logging payments into the system, managing the financial income and expense accounts for the Youth Programs and learning how to create and follow a budget.

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.

### **Technical Theater Assistant**

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 Assistant will have an opportunity to observe the process of Tech Week, working directly with the Dance Place Technical Director, Master Electrician, and Audio/Visual technician, 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

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 preferred.

### **Production Assistant**

Description: The Production Assistant maintains the Production Timeline, and serves as the main point of contact with artists to schedule Production Meetings, monitor deadlines, and send out Production Schedules. Intern will work closely with the Dance Place Theater Manager and Production 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:

- Being in charge of the "LetterMeLater" account, which schedules messages to be sent out to artists
- Updating and organizing Production Schedule, the Production Book, and the Production Timeline
- Taking notes at Production Meetings, and sending these notes out to all artists involved
- Updating show staffing chart on a weekly basis

Qualifications: Excellent organizational skills and ability to monitor deadlines is a must; good writing skills and ability to handle phone conversations professionally.

### **Production-Artist Services Intern**

Description: Intern will work directly with the Production Manager, learning about artist services, artist fee grant writing, and the administration work that supports Dance Place's performance season.

Responsibilities will include:

- Organizing files for next year's performance season

- Setting up funding timelines
- Archiving old files and setting up folders for the new season
- Help with contracts- write, package, address, mail and track outgoing contracts & follow-up with artists
- Administrative projects for theater needs
- Research new funding sources for artistic fees and technical needs
- Assist in events and receptions

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; an ability to work in a fast-paced environment is essential.