



2021 Winter/Spring 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 our Brookland / Edgewood neighborhood in Washington, DC.

Apply for an internship at Dance Place to gain the hands-on experience needed to shape sustainable, creative careers in Arts Administration and Production. Applicants must be at least 18 years old, and current college students are welcome to apply. Interns are selected for specific departments including: *curation, fundraising, 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. Our offerings include modern, hip-hop, African dance, and Cuban social dance.
- **Performances:** See virtual and physically distant performances by incredible artists 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.
- **Networking opportunities:** Meet arts leaders, presenters, teachers, choreographers and professional dancers in the field of dance.
- **Decide if this is the right career for you:** 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
- Must be available Mondays 12-2pm for staff/intern meetings
- Work week includes at least one 2 hour shift hosting an adult dance class on Zoom (subject to change if in-person classes resume)
- Assist with front of house management at least once a month for performances (opportunities for virtual and physically distant assistance shifts)
- Actively participate in multiple Dance Place departments and programs and volunteer for special events

Internship non-housing:

- 13-15 hours per week
- Work week includes at least one 2 hour shift hosting an adult dance class on Zoom (subject to change if in-person classes resume)
- Actively participate in multiple Dance Place departments and programs and volunteer for special events

2020 PROGRAM DATES

Winter / Spring	Jan 4 – May 16
Summer	May 24 – Aug 22** <small>**end date flexible in accordance with university start dates</small>
Fall	Sept 7 – Dec 19

HOW TO APPLY

- Fill out this [application form](#)
- The form will have you specify the format of internship you're interested in (housed/non-housed), and the position or positions for which you'd like to apply.
- You will need to upload four PDFs, a resume, letter of interest, letter of recommendation, and a writing sample
- Reach out to internships@danceplace.org with any questions

WINTER / SPRING 2021 POSITIONS AVAILABLE

housed and non-housed positions

APPLICATION DEADLINE: November 9th by 6pm EST

MOVE-IN DATE: January 2

SESSION DATES: January 4 – May 16, 2021

ADMINISTRATIVE INTERN

Description: Intern will gain experience and perspective on the daily flow of business, including vital interactions with the public, artists, community and families, as well as inter-personal communication with fellow interns and staff.

Responsibilities will include:

- Assist in drafting contracts, taking payments and completing monthly breakdown for space rentals (if/when space rentals resume)
- Assist in making payment request for payroll and non-payroll adult class teaching staff
- Learning Mindbody software for class check-in and attendance/payment tracking
- Taking notes during the weekly staff meeting and other meetings as needed
- Possesses general knowledge of the office space (if/when in-person work resumes)
- Answering the phone with appropriate professionalism and with a clear understanding of how to assist a caller and use the phone system (if/when in-person work resumes)

Qualifications: Must be extremely organized with exceptional interpersonal skills, have a good memory and be able to juggle different tasks calmly. Must demonstrate excellent customer service skills, including a desire to interact with a wide diversity of people, be accommodating and have strong communication skills both written and verbal.

COMMUNICATIONS / ARCHIVES INTERN

Description: The Communications/Archives Intern will work with the Communications Manager to promote performances, classes, and youth programming and assist in managing Dance Place's archival projects.

Responsibilities will include:

- Assist with the design of email communications
- Update the Dance Place website as needed, including performance and event listings
- 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 development of fliers and press releases for various programs
- Effectively catalogue and organize archival artifacts and correspondence
- Implement the Dance Place archives to be accessible by the public through marketing materials and the website
- Communicate effectively with a diverse group of patrons and artists

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 and Adobe Creative Cloud a plus.

EDUCATION INTERN - YOUTH PROGRAMS

Description: The Education Intern will work with the Energizers Afterschool Manager and Junior Staff Program Manager. In this position, the intern will work directly with our After School Club, Kids on the Move, and Junior Staff participants as a teaching assistant and role model, and should feel excited and able to interact with and connect to youth of all ages.

Responsibilities will include

- administratively assisting the Junior Staff Program Manager and After School Club Manager with registration, tuition, and attendance using Minbody software
- Learning and working with relevant software, including Mindbody, Zoom, and the Google Suite.
- Authoring and maintaining paperwork. For example: attendance sheets, student schedules, etc.

Qualifications: Interested applicants should have experience working with youth, and or an interest in working with children that are interested in the arts and may live in under-resourced communities. Having the 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.

EDUCATION INTERN - KIDS ON THE MOVE

Description: The Kids on the Move Intern will work with the Studio Education Manager to manage the Kids on the Move program. The intern will assist with administrative tasks and have opportunities to interact virtually with the youth via Zoom either through assisting classes or hosting classes.

Responsibilities will include:

- administratively assisting the Studio Education Manager with KOM registration, tuition, and attendance using Minbody software
- hosting KOM classes via Zoom and assisting KOM teachers with technology during their classes
- managing the FREE Friday Fun programming
- maintaining a budget and managing financial income and expense accounts
- communicating with parents about class updates and payments

Qualifications:

- experience working with youth, and or an interest in working with children
- capacity to multitask and work in a fast-paced environment
- ability to work individually as a leader as well as in a group setting
- strong customer service skills
- familiarity with Mindbody software, Zoom and Google Suite

INDIVIDUAL GIVING INTERN

Description: The Individual Giving Intern will gain valuable experience in fundraising for individual gifts. The intern will work with the Individual Giving Director to assist in tracking donors, the preparation of solicitation materials, pursuing in-kind gifts and strategizing for Dance Place's fundraising campaigns throughout the fiscal year.

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 virtual donor cultivation events
- Support the creation and tracking of Board materials

Qualifications: Intern must be flexible, extremely detail-oriented and possess strong organizational skills with the ability to manage multiple tasks at once. Proficiency in microsoft office suite is preferred.

PROGRAMMING INTERN

Description: The Programming Intern will perform administrative work that directly supports Dance Place's current and upcoming public programming including performances, workshops and special events. The Programming Intern will also support the Artist in Residence program.

Responsibilities will include:

- Supporting the production and execution in-person and digital/ virtual public programs

- Create and send letters of agreement and artist itineraries
 - Assist with planning and execution of artist residency activities
 - Assist with special events and receptions
 - Assist with touring artists/artist services
 - Research new funding sources specific to presentation series and assist in grant writing/ reporting
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SOCIAL MEDIA INTERN

Description: The social media intern will work with the Digital Content and Social Media Manager to create and manage original content for Facebook, Instagram, Dance Place's online presence and onsite branding.

Responsibilities will include:

- Documenting adult classes, dress rehearsals, techs and other events when needed
- Maintain database with accurate social media analytics
- Assist with design and filming of videos and graphics for Instagram and Facebook
- Research innovative strategies for expanding Dance Place's reach in social media
- Communicate effectively with a diverse group of patrons and artists

Qualifications: Possesses excellent writing and communication skills; Strong customer service skills; Proactive problem solving ability; Capability to handle multiple projects simultaneously; Interest and passion for youth education and/or dance programming; Must have a laptop and access to the Adobe Creative Suite; Experience in videography, photography and editing a plus
