



## 2018 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.** Many interns have transitioned to jobs at Dance Place and other arts institutions!
- **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](mailto: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

### **2018/2019 PROGRAM DATES**

|               |                 |
|---------------|-----------------|
| Fall          | Sept 4 - Dec 17 |
| Winter/Spring | Jan 2 - May 19  |
| Summer        | May 28 - Aug 17 |



## **FALL 2018 POSITIONS AVAILABLE** **HOUSING AND NON-HOUSING POSITIONS AVAILABLE**

APPLICATION DEADLINE: June 15, 2018 by 6pm EST

MOVE-IN DATE: August 31, 2018

SESSION DATE: September 4 - December 17, 2018

### **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.

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 Manager, Triana Brown with tracking donors, assisting in 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 donor cultivation events
- Assist in planning/implementing of the annual Fall Gala Event
- Plan, manage and execute silent auction for the Fall Gala
- Support the creation of the annual budget

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 the 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, 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 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 House 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 & OUTREACH)**

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

### Responsibilities will include:

- Administratively assist Education Director, Shannon Quinn and Education Associate, Brenna Dames in the following programs: Kids on the Move dance classes, OutReach and InReach programming
- 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, 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
- 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.

## **ENERGIZERS AFTERSCHOOL CLUB INTERN**

Description: Intern will work in the Creative Education Center with our afterschool program. The Energizers Afterschool Club serves 7-13 year olds within the Brookland/Edgewood community. Students are picked up after school by the program's staff and interns and brought to Dance Place to engage in a rigorous arts, life skills, and socio-emotional learning curriculum. Interns work directly with the students within the program as well support the program administratively.

### Responsibilities will include:

- Collaborate with the Afterschool Club Manager, Hannah Weissler in planning well thought-out lessons
- Assisting with administrative tasks and daily set up of the space
- Supporting students with the daily lesson plan and with homework
- Acting as classroom aide
- Helping the manager and students clean up the space, evaluate the lesson and dismiss the group facilitating a positive environment for students

Qualifications: Interns must have experience in and a love for working with young people. Interns must be patient, respect the families we serve, and must be able to communicate clearly. Having the ability to be flexible and multi-task in a high-energy, yet fun environment is a plus!



## **JUNIOR STAFF PROGRAM INTERN**

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

### Responsibilities will include:

- Intern will learn leadership and management skills required to run and coordinate Youth Programming
- Intern will plan and implement workshops with Junior Staffers
- Intern will learn to build healthy relationships with teenagers and young people
- Intern will be responsible for checking in on and monitoring Junior Staffers in their work shifts and art classes
- Intern will administratively assist Junior Staff Program Manager, Naomi Washington-Roque
- Intern will develop an understanding of overall program 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 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

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 Schedules. Intern will work closely with the Dance Place Theater and 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:

- Managing the “LetterMeLater” account, which schedules messages to be sent out to artists
- Updating and organizing production schedules, the production book and the production timeline
- Taking notes at Production meetings and sending those notes out to all parties involved
- Updating show staffing chart on a weekly basis

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 & COMMUNITY PROGRAM INTERN**

Description: Intern will work directly with the Artistic and Community Program Manager to support Dance Place’s indoor performance season and various community programs.

Responsibilities will include:

- Artist Services
- Assisting in coordinating artist residencies
- Hosting special events and community programs
- Assisting with contract writing
- Creating programs
- Researching funding sources
- Assisting in grant writing and reporting
- Coordinating Dance Place’s Restaurant Project

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. Must be an excellent and clear communicator.

## **EXECUTIVE ASSISTANT INTERN \*NON-HOUSING ONLY**

Description: The Executive Assistant Intern will be responsible for working under the Executive Artistic Director, Christopher K. Morgan in day to day communications, note-taking, memos, data entry, file management and helping to maintain the EAD's schedule. Intern will gain valuable experience and an overview of how a thriving dance organization is run.

Responsibilities will include:

- Supporting the day to day needs of the Executive Artistic Director
- Composing and assisting with email and written correspondence
- Data Entry
- Attending meetings and taking notes
- Organizing files, marketing materials, and office supplies
- Facilities help and errands as needed

Qualifications: Intern must have excellent writing and communication skills, proactive problem solving ability, 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.**