



2020 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. 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. Our offerings include modern, hip-hop, jazz, tap and body percussion, African dance, and Cuban social dance.
- **Performances:** See performances by incredible local, national, and international 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.
- **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.
- **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 (M-S between 9am-10pm)
- Must be available Mondays 12-2pm for staff/intern meetings
- Work week includes at least one 4 hour shift at front desk
- 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 one 2 hour shift at front desk
- Actively participate in multiple Dance Place departments and programs and volunteer for special events

2020 PROGRAM DATES

Winter / Spring	Jan 2 – May 17
Summer	May 26 – Aug 16
Fall	Sept 8 – Dec 20

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
- One letter of recommendation

WINTER / SPRING 2019 POSITIONS AVAILABLE

housing and non-housing positions

APPLICATION DEADLINE: October 25, 2019 by 6pm EST

MOVE-IN DATE: January 2

SESSION DATES: January 2 – May 17, 2020

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:

- Assist in drafting contracts, taking payments and completing monthly breakdown for space rentals
- Assist in balancing and coding daily income from adult classes
- Learning Mindbody software for class check-in and attendance/payment tracking
- 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

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 professionally and have good customer service; an ability to work in a fast-paced environment is essential. Also intern should have a desire to interact with a wide diversity of people, be accommodating and have strong communication skills both written and verbal

ARTISTIC AND COMMUNITY PROGRAMMING INTERN

Description: Intern will work directly with the Associate Curator and Production Associate. Intern 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 programming including Art on 8th free outdoor performances/ activities and DC Casineros Social events.

Responsibilities will include:

- Communicate directly with artists leading up to their Dance Place engagements
 - Assist in development and execution of artist residency activities
 - Create and send artist itineraries
 - 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
 - Communicate with local residents and businesses to maintain/ develop community relationships
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CREATIVE EDUCATION CENTER INTERN

Description: Intern will have the ability to work closely with our Energizers After School Club developing and implementing a daily curriculum for the students Dance Place serves. Intern should be able to command the attention of a group in a variety of fun and interactive ways; must be patient; must be respectful of students and parents and must be able to communicate clearly.

Responsibilities will include:

- Assisting the Afterschool Club Manager in planning well thought-out lessons
- Helping in daily set up of the space
- Helping manager and students gather proper tools and materials
- Assisting with administrative tasks
- Offering encouragement to students
- Helping the manager and students clean up the space, evaluate the lesson and dismiss the group

Qualifications: Interested applicants should have experience working with youth, and or an interest in working with children that live in under-resourced communities. Having the ability to focus and multi-task in a high-energy, yet fun environment is a plus! Applicant must understand how to interact appropriately with students.

EXECUTIVE ASSISTANT INTERN

****NON-HOUSING ONLY***

Description: The Executive Assistant Intern will be responsible for working under the Executive Artistic Director 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.

GRANTS INTERN

Description: The Grants Intern will be responsible for working under the Grants Manager 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 the 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.

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 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
- 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.

JUNIOR STAFF PROGRAM INTERN

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.

Responsibilities will include:

- Administratively assist Junior Staff Program Manager; creating rosters, keeping attendance, reaching out to parents etc
- Intern will be responsible for interviewing, coordinating work shifts and schedules and checking in with young people during their work shifts.
- Intern needs to be able to build healthy relationships with teens and young people with positive and appropriate communication
- Intern will learn leadership and management skills while they plan and facilitate life skills workshops with the young people.

Qualifications: Interested applicants should have experience working with youth, and or an interest in working with children that are interested in the arts. 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.

MARKETING / BOX OFFICE INTERN

Description: The Marketing/Box Office Intern will work with the Communications Director and the Box Office & Volunteer Manager 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 the 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.

SOCIAL MEDIA INTERN

Description: The social media intern will work with the Communications Director and the Marketing Associate 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

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 Production Associate, 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 Production Associate to coordinate all technical and front of house needs for each performance in Dance Place's season
- Communicating with artists to schedule production meetings and managing the production 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
- Assisting Production Associate with company management including coordinating hospitality, travel logistics, housing and various needs for Dance Place's visiting artists.

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 professionally and have good customer service skills. Must have ability to monitor deadlines and possess excellent writing and communication skills.

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.

YOUTH PROGRAMS INTERN

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 the Education Director and the Education Manager 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.