



Company: Dancewave

Location: Brooklyn, NY

Compensation: Monthly travel stipend provided; Free dance and fitness classes

POSITION: Special Events Internship at Dancewave

HOURS: This is a part-time, 24 hours/week position for six months. Selected candidate will work primarily at Dancewave's office in Gowanus, Brooklyn, NY, with occasional off-site visits.

ORGANIZATIONAL BACKGROUND: DANCEWAVE provides access to a community dance experience that encourages individuality and whole-person development throughout New York City and beyond.

JOB DESCRIPTION: Dancewave seeks an Intern to assist the Special Events Coordinator in the production of annual special events, including Dancewave's Gala and Dancewave Through College & Beyond (DTCB), our nationwide college fair. Skills cultivated during this internship will support aspiring individuals who are pursuing careers in event management, non-profit fundraising, management and more.

Position Responsibilities:

Assist with planning, execution, and follow up of Dancewave Gala and Dancewave Through College & Beyond (DTCB)

Assist in the acquisition of in-kind donations and sponsorships

Respond to email and telephone inquiries regarding events and registration

Process registration and payments in Dancewave's online database (Salesforce)

KNOWLEDGE, SKILLS AND ABILITIES

Required:

Must be available all day April 21 and 22, 2020 (for Dancewave Gala)

Ability to be flexible and willing to assist in other tasks as assigned

Willing to occasionally travel off-site to Dancewave programs and events

Superb written and verbal communication skills



Highly detail oriented

Proficient in Google/Microsoft Office Suite (Word, Excel, Powerpoint)

Preferred:

Knowledge of dance and interest in dance education and special events

Familiarity with Salesforce (or similar database) or Adobe Creative Suite

Familiarity with social media: Instagram, Facebook, Twitter

To Apply:

Please email resume and cover letter to jobs@dancewave.org, with the subject title "Special Events Intern"

Dancewave is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Dancewave is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.

www.dancewave.org