

Joffrey Ballet School Arts Administration Intern Position Summer 2016

For questions regarding this position, email Michael Pigliavento, Intern Supervisor at mpigliavento@joffreyballetschool.com.

DEPARTMENT: Joffrey Ballet School – Administrative Staff
POSITIONS: Arts Administration Intern
REPORTS TO: Intern Supervisor / Office Administrators

LOCATIONS AND DATES:

Please note below dates are program dates including training time and housing check-in days.

NYC Summer Sessions (11 weeks):

Ballet Intensive June 1 – July 23, 2016 (8 weeks);

Jazz and Contemporary Program July 24– Aug 13, 2016 (3 weeks)

Broadway Musical Theater June 12 – July 16, 2016 (5 weeks)

Pre-Professional Program and Joffrey Experience August 14 – August 27, 2016 (2 weeks)

Los Angeles Summer Session:

Contemporary Ballet Intensive June 8 – July 23, 2016 (6 weeks)

Broadway Musical Theater June 8 – July 1, 2016 (3 weeks)

Dallas Summer Session:

Jazz and Contemporary Program July 27– Aug 20, 2016 (3 weeks)

San Francisco Summer Session:

Ballet Intensive July 13 to Aug 13, 2016 (4 weeks)

Athens Summer Session:

Ballet, Jazz & Contemporary: June 1 – July 23, 2016

POSITION SUMMARY

Joffrey Ballet School seeks hard-working, organized, independent, detail-oriented individuals interested in pursuing a career in Arts Administration for positions in New York City, LA, Dallas, San Francisco and Athens. This is a temporary, full-time position. Interns would gain valuable experience working within an office environment, assisting with daily operations of the school's variety of summer programs and supporting the administrative staff with customer assistance.

Applicants must be able to work within the artistic culture of Joffrey, have the ability to give and receive constructive feedback, be able to problem solve, have excellent verbal and written communication, and have good organizational and analytical skills.

Arts Administration experience preferred.

ESSENTIAL POSITION RESPONSIBILITIES

1. Acting as administrative liaison at nearby satellite studios with students and faculty
2. Correlating attendance from class levels with office records
3. Work with other Interns in the daily set up and tear down of satellite studios; rolling out and taping down Marley flooring, as well as building portable Barres for the dance classes.
4. System management of current student records
5. Assisting with performance preparations and operations
6. Miscellaneous operational tasks as designated by intern supervisor

Please email all completed application materials to Michael Pigliavento, Intern Supervisor

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JOFFREY BALLET SCHOOL

FOUNDED BY ROBERT JOFFREY IN 1953

7. Become familiar with the Joffrey facilities, Joffrey buildings, basic medical procedures, school administrative office, reception, school faculty and staff.
8. Assisting Instructors and Musicians with small projects and preparation for class

POSITION QUALIFICATIONS

1. Demonstrate sound project management skills, including ability to manage multiple projects.
2. Excellent computer skills and proficient in MS Word, Excel (both Mac and PC)
3. Highly organized and detail-oriented
4. Able to make independent decisions, quick-learner/problem solver
5. Demonstrate excellent follow-through
6. Excellent written and oral communication skills
7. Understanding of filing systems and business etiquette
8. Must be able to interact with staff and the public in a friendly and effective manner
9. Maintain documentation, files and work papers that are readily accessible and understandable. Demonstrate diplomacy and tact in all interactions
10. Apply creativity and innovation to work processes
11. Support and provide equal and fair treatment and opportunity for all
12. Ability to work well in a team

POSITION REQUIREMENTS

Must be currently enrolled in Junior, 4-year college, or Graduate school. GPA 3.0 minimum
Working towards a degree in Dance or Arts Administration preferred but not required

REQUIRED PHYSICAL ABILITIES

Must be able to lift and move a minimum of 75 pounds (Marley flooring for the studios).

COMPENSATION

New York City: *Applicants Needing Housing (preferred)*: Admin Intern receives room at Joffrey Ballet School housing, compensation in the amount of \$200/week, unlimited subway pass, tickets to activities and Broadway shows. FREE DANCE CLASSES at Joffrey when not on duty (you must qualify for the class - this determination is made by the Artistic Director). *Local Applicants or Applicants with their own housing*: Compensation in the amount of \$200.00 a week, unlimited subway pass, FREE DANCE CLASSES at Joffrey when not on duty (you must qualify for the class - this determination is made by the Artistic Director).

Los Angeles / Dallas / San Francisco / Athens: *Applicants Needing Housing*: Admin Intern receives room at Joffrey Ballet School housing, compensation in the amount of \$150/week, tickets to activities. FREE DANCE CLASSES at Joffrey when not on duty (you must qualify for the class - this determination is made by the Artistic Director). *Local Applicants or Applicants with their own housing*: Compensation in the amount of \$200.00/week, FREE DANCE CLASSES at Joffrey when not on duty (you must qualify for the class - this determination is made by the Artistic Director).

APPLICATION DEADLINE

April 1 - Positions will be filled at a first come first serve basis to qualified candidates – please submit application early for best consideration. Applications will not be accepted after April 1. *Final candidates who are offered a position will be required to undergo a background check.*

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