INTERNSHIPS - A.I.M BY KYLE ABRAHAM

- New York, NY - remote options available
- Part Time, Temporary
- Multiple departments and positions available

DESCRIPTION

A.I.M Interns support the Company’s staff and dancers during its year-round touring season. Interns work directly alongside A.I.M key staff members, and receive unique hands-on training in company/tour management, development, marketing, and general administrative operations. Candidates must possess strong communication, writing, and computer skills and must be detail-oriented and organized. Applicants should have an interest in arts administration; applicants for Production Internships should possess a background in technical theater/theatrical design. Interns must be willing to commit a minimum of 8-20 hours per week, with potential opportunities to work performances or events on evenings and weekends.

All interns will be exposed to the daily functions of running a dance company through assisting staff on administrative and artistic efforts. In addition to responsibilities outlined by their department supervisors, all interns will have the opportunity to work collaboratively with one another on a self-led project, and have access to professional development opportunities.

As of April 2021: Due to COVID-19 impacts, internships are primarily conducted virtually with possible opportunities to work in-person as activities necessitate and COVID-19 safety parameters allow. Familiarity with Zoom, Google Suite, and other remote working tools is a plus.

A list of available internships can be found on the following page.

To apply:

- Please email a resume and cover letter with subject line “AIM Internship Application” to Hillary Kooistra, General Manager, at hillary@aimbykyleabraham.org.
- In your cover letter, please indicate which internship you are most interested in and why, and outline any relevant experience.
- If you are seeking an internship for university credit, please indicate this in your application, along with a list of your available hours.
- Candidates may express interest in more than one position in their application.

For more information on the company, please visit www.aimbykyleabraham.org.
INTERNSHIPS AVAILABLE

Listed in alphabetical order by department. Responsibilities from multiple departments may be combined into one internship, as interests of the candidate and needs of the organization deem appropriate.

Administrative - reports to Executive Director
- Provide key support in a variety of tasks related to overall leadership, administration, program management, and internal/external communication
- Coordinate with staff from other departments to cross-manage company-wide projects
- Assist with development and maintenance of company strategic partnerships by creating necessary documentation and materials
- Schedule and oversee communications for monthly staff meetings
- Additional projects and assignments as needed
- Note: Experience in Excel and/or Google Sheets is a plus

Artistic - reports to General Manager, works closely with Rehearsal Director
- Attend rehearsals and recording notes for Artistic Director and/or Rehearsal Director
- Film and photographing rehearsals as needed
- Complete time-sensitive errands and day-to-day tasks
- Note: Due to COVID-19, Artistic Internships are on pause until it is safe to gather in the studio again. Some Company Management Intern projects may include elements of an Artistic Internship.

Company Management - reports to General Manager
- Conduct research for upcoming tours, residencies, and projects
- Assist in the creation of detailed tour itineraries and schedules
- Ensure the maintenance of company calendars, databases, and organizational files
- Organize and track merchandise inventory
- Additional projects and assignments as needed

Development - reports to Development Manager
- Research and assist in drafting grant reports and applications
- Process gifts and draft acknowledgement letters in response to donations
- Conduct preliminary research on prospective individual and institutional donors
- Maintain A.I.M’s development donor database and organizational files
- Create and maintain A.I.M sponsorship material
- Additional projects and assignments as needed

Marketing and Media - reports to marketing department
- Draft marketing copy for social media and newsletters
- Assist in planning social media posts and campaigns
- Assist with the creation and editing of graphic designs for external communications
- Archive and assist with organization of Company PR opportunities
- Additional projects and assignments as needed
- Note: Experience in Canva, Adobe Photoshop, and/or other image editing software is a plus.

Programming - reports to General Manager
- Assist with the research and preparation for A.I.M’s Summer and Winter Intensives
● Establish timelines and work plans for new programming initiatives
● Conduct research on comparable programming efforts within and beyond the dance field
● Prepare for and provide day-of assistance (when applicable) for A.I.M virtual programming
● Additional projects and assignments as needed