



INTERNSHIP APPLICATION

PERFORMING ARTS EVENT PLANNING



Fall Semester:

September 8-December 16, 2016

Application Due:

No later than August 9, 2016

Winter/Spring Semester:

January 9-April 26

Application Due:

No later than December 10, 2016

Thank you for for interest in becoming a PTC Intern!

About PTC

PTC Productions is the production company behind your favorite dance events The PULSE on Tour, Open Call Competition, Camp PULSE, and the Annual Teacher Workshop. Since 2004 we have been on the proverbial "PULSE" of the dance industry with top choreographers, industry working judges, and incomparable dance experiences. We are located in the heart of New York City in Midtown.

Application Process

1. Applicant must fill out personal information.
2. Must provide resume, 300+ word essay, and a letter of recommendation.
3. Applicant will receive a phone interview to determine acceptance and to discuss availability.
4. If applying for college credit, please have materials ready to provide to PTC Productions at time of acceptance.

Please mail all materials to:

PTC Productions
1 Penn Plaza, Suite 6193
New York, NY 10119

**Personal
Info**

First Name:

Cell Phone:

Last Name:

Other Phone:

Date of Birth:

Email Address:

Street Address:

Date Available:

City, State, Zip:

**Areas of
Interest**

Are you a Facebook expert? Love to tweet? Perhaps you want to learn the basics of
The day-to-day operations of a major dance event company? Please select below!
(Check all that apply)

Marketing/Public Relations

Business Development

Event Coordination

Office Management

Registration

Production

Graphic Design

Other, Please specify:

Are you available for any of our on-site events?

(Check all that apply)

PULSE/Camp PULSE:

- Las Vegas, NV - October 14-16, 2016
- New Orleans, LA - November 4-6, 2016
- Chicago, IL - November 11-13, 2016
- Dallas, TX - November 18-20, 2016
- Orlando, FL - December 2-4, 2016
- Atlantic City, NJ - January 13-15, 2017
- Toronto, ON - February 17-19, 2017
- Boston, MA - April 7-9, 2016

Open Call:

- Columbus, OH - January 27-29, 2017
- Birmingham, AL - February 10-11, 2017
- Phoenix, AZ - February 17-19, 2017
- Detroit, MI - February 24-26, 2017
- Chicago, IL - March 3-5, 2017
- Pittsburgh, PA - March 24-26, 2017
- Warren, NJ - April 21-23, 2017
- Redondo Beach, CA - May 5-6, 2017

About You

Have you ever attended a PTC event?

If so, what city/event did you attend?

Have you ever worked in an event planning company?

If so, what event/company? Please explain your experience:

Are you looking for college credit, PULSE workshop credit, or a great experience to add to your resume?

Please explain your goals with us:

**Short
Essay**

In 300 - 500 words, please explain why you want to be part of the PTC Productions team and what makes you an ideal candidate for the position. Please attach to application.

Eligibility

1. Applicants must be at least 18 years of age.
2. Live locally or be able to commute to our New York City office.
3. Set weekly schedule (days and hours need to stay consistent every week)
4. Basic computer skills (Excel, Word, Publisher, etc.) in addition to special skills listed

**Please mail your completed application,
essay, resume, and recommendation letter to:**

PTC Productions, LLC
1 Penn Plaza, Suite #6193
New York, NY 10119
Audra Fryberger
Or fax to: 212-582-9320

Objectives

PRODUCTION

Assist and support the Production Director with venue acquisition and technical elements, technical production for all tours and events, and video production.

ACCOUNTING

Assist and support the Accounting Director with reconciliation of all PTC events, staff and VIP account management, and general database maintenance.

DIGITAL MEDIA

Assist and support the Graphic Artist/Marketing Designer with basic web edits, HTML coding of email marketing blasts, data entry, website quality assurance, and photo organization.

LOGISTICS

Assist and support the Tour Manager with staff and VIP travel management, event scheduling, and general database maintenance.

PUBLIC RELATIONS

Assist and support the Managing Director to maintain social networking presence, coordinate sponsorship and vendor contracts, and assist with branding and promotions.

EVENT PLANNING

Assist and support The PULSE, Camp PULSE, Open Call, and Teacher Workshop Directors with preparation of all national events. Including business development, customer recruitment, and event specifics.

OFFICE ASSISTANCE

Assist and support the Office Manager with participant release and waiver forms, customer service, daily office tasks and errands, answering phones, Office inventory, & event follow up.

Questions?

Please contact Audra Fryberger at 212-582-3474 ext 021 or email at Audra@ptcproductionsnyc.com

This is an UNPAID INTERNSHIP, though we do offer discount Broadway Dance Center classes, as well as a free PULSE regional city per 20 hours of work. 40 hours equals one free PULSE Summer event.