Internship Opportunities

PARSONS DANCE is seeking student interns in Arts Administration, Development, Marketing/Social Media, and Company Management. Interns experience the inner workings of a not-for-profit dance company by assisting with the day-to-day management of the company.

Parsons Dance is a contemporary touring dance company based in the heart of Times Square in Midtown Manhattan, New York City. Our dancers perform dozens of shows each year in cities all over the country and the world. We have an extensive network of educational, institutional, and individual supporters whose contributions to our mission are paramount.

Interns will gain hands-on experience in our office across all aspects of arts administration, including but not limited to grant research, Salesforce database management, donor development, event management, tour research, company management, social media marketing, and day-to-day company operations. This internship will provide an overview and insight into the operations of a not-for-profit arts organization and is ideal for individuals wishing to pursue careers in data science, arts administration, marketing, development, or company management. Interns will be assisting the marketing, developmental, and educational side of dance, including the planning and execution of our annual Gala fundraiser, New York performance season, and educational Summer Intensive.

Qualifications:

Candidates should demonstrate ability to multitask, work well in a busy office environment, meet deadlines, be extremely detail oriented, follow through with tasks from beginning to end, and have excellent written and oral communication skills.

Commitment:

Interns must commit to 15–35 hours per week. This is an unpaid internship with the option to earn college credit. Length of internship will be determined in the interview process, and paid positions are sometimes available following successful completion of the internship.

How to apply:

Interested candidates should send a resume and cover letter outlining your internship interests, how your past experiences will help you in our office setting, your career goals, and your availability info@parsonsdance.org. Please use “Parsons Dance Internship Application” in the subject line.