

Administrative and Marketing Paid Internship

Pasion y Arte Flamenco (PyA) Company is a small 501-c-3 non-profit feminist dance company based in Philadelphia, PA, that creates original contemporary Flamenco works that are performed nationwide. PyA has two employees: the Artistic Director, its sole full-time employee, runs a conservatory/school as well as maintaining an active schedule of university teaching and more casual performances; as well as a Part-time Company Manager. PyA is seeking an extremely organized intern to support the administrative responsibilities and logistics of running a busy production and touring schedule. More specifically, PyA seeks support for such general office duties as maintaining databases, marketing, and educational and community outreach. Additionally, PyA is looking for support in coordinating the First Philadelphia Flamenco Festival happening in March 2012, which involves an intensive logistical pre-planning period before and during the event, along with the post-Festival wrap up.

This hire is a major expansion for a small and respected dance company that seeks to build upon the record of its first ten years. The ideal Company Intern will be passionate about the arts, and have experience in general office duties. They will be comfortable handling a diverse range of tasks, both humble general office duties as well as important company matters, and will be a hard-working, self-starter. Qualified candidates should possess strong writing abilities, familiarity with commonly used office software (Microsoft Word, excel, Photoshop a plus) and a winning manner with excellent interpersonal skills.

Responsibilities include the PyA's internet and social media presence, organizing the office, mailings, database updating, and the daily odds and ends of a non-profit organization. This position seeks an extremely organized strong candidate capable of investing 10-15 hours per week schedule (regrettably, this is nonnegotiable.) This position will extend from January-May, 2012, Tuesdays and Thursdays. Spanish a plus. \$10/hr.

Please submit your resume by along with a cover letter via email to info@pasionyarteflamenco.org. No phone calls please.

GENERAL OFFICE DUTIES

Address the file systems, both hard copy and on the computer
Organize the office

Maintain current calendar

Support communication between Company and Project Collaborators

FESTIVAL LOGISTICS

Coordinating Volunteers for the March Festival, March 22nd–April 1st.

**** Additional hours should be planned for during this intensive period****

Establishing Community Outreach with local arts organizations and businesses

Supporting the logistics of this multifaceted Festival

MAINTAINING THE DATABASE

Researching database programs/transferring data to this new program

Entering new addresses of donors/critics/foundations/fans/presenters/venues

Address Book, Database and Constant Contact

MARKETING

Support PyA's website, publicity, social media (Facebook, Twitter, Blogging), and marketing.

Assist in passing out card and flyers and promotion for festival