

## 2017 Internship Opportunities

### Marketing & Social Media

New Jersey Dance Theatre Ensemble (NJDTE), a renowned pre-professional dance company, seeks an enthusiastic and insightful Marketing and Social Media Intern to assist the Marketing Associate. NJDTE recently opened a new state-of-the-art, 8,800 square-foot facility in downtown Summit, NJ. With NJDTE's move to its new community and expanded programming and events for Summer 2017 and the 2017-18 season, an internship with NJDTE is an excellent opportunity to gain valuable hands-on experience during a critical time of growth for a non-profit arts organization.

#### **Responsibilities:**

- Promote NJDTE's social media presence on Facebook, Instagram, Twitter and LinkedIn and assist with growing engagement and followers on all platforms
- Conduct research to encourage social media and local business partnerships
- Assist with writing blog posts
- Assist with organization and archiving of press materials
- Assist with search engine optimization (SEO) for NJDTE's website
- Assist with promoting and planning of NJDTE events

#### **Requirements:**

- Excellent written and verbal communication skills
- Highly detail-oriented and self-motivated
- Positive and professional demeanor and attitude
- Flexible, with the ability to multi-task
- Interest in NJDTE's mission and non-profit dance organizations
- Proficient in Microsoft Office Suite (Word, Excel, Power Point)
- Familiarity with Adobe Creative Suite a plus, especially Photoshop and InDesign
- Knowledge of HTML code a plus

#### **Commitment:**

- Start Date: ASAP
- 4-month commitment, 10-20 hours per week
- Flexible schedule

#### **Compensation:**

- Internship positions are unpaid; however, interns with prior dance experience are invited to attend weekly technique classes at the discretion of Artistic Director Nancy Turano
- NJDTE will work with colleges and universities to provide interns with academic credit

If interested, please email your resume to Corey Bliss – [cbliss@njdte.org](mailto:cbliss@njdte.org) and indicate “internship” in the subject line.