

Job Title: Summer Dance Program Arts Administration Summer Intern
Department: Boston Ballet School
Location: Boston or Newton
Reports To: Either Residential Programs Manager and Operations Manager or Residential Programs Manager and Newton Studio Manager
Hours: Hours will be determined, between 9am-5pm, Monday through Friday

Description:

An internship with Boston Ballet offers valuable experience working in the exciting and vibrant atmosphere of a world-class dance company. The arts administration intern will assist in the execution of the annual Summer Dance Program, a competitive, five-week intensive. Candidates should have experience working on detail oriented tasks and data entry with an emphasis on precision and organization. This internship is an opportunity to gain an overview of how an arts administration office operates and will provide experience in the following areas:

- Program management
- Data management
- Customer Service
- Market research
- Data analysis and entry
- General office operations

Hiring process is conducted on a rolling basis, so candidates are encouraged to apply as soon as possible in order to ensure full consideration.

Qualifications:

- Excellent communication skills
- Computer skills, including Microsoft Office Suite
- An interest in arts administration
- Flexibility, positive attitude, and good work ethic
- Solid data entry skills
- Ability to work independently and as a member of a team

Boston Ballet is an equal employment opportunity employer

Boston Ballet internships are unpaid. Boston Ballet internships are for credit or on a volunteer basis.

To apply for this internship, please send a resume and cover letter to Internships@bostonballet.org.

IMPORTANT – PLEASE INCLUDE THE NAME OF THE INTERNSHIP FOR WHICH YOU ARE APPLYING IN THE SUBJECT LINE OF YOUR E-MAIL. No phone calls please.