



Carolyn Dorfman Dance Company

Call for Summer Interns

Programs/ Events Coordinator Internship

About the Internship:

The Carolyn Dorfman Dance Company is accepting applications for its Event & Marketing Internship.

About CDDC:

Artistic Director Carolyn Dorfman founded the Carolyn Dorfman Dance Company to celebrate the human journey; to recognize and honor both the commonality and the uniqueness of the human story and to build a connection between the art, the artist and the audience. Through innovative modern dance performance and educational programming, CDDC expands the understanding of dance as a dynamic and expressive art form that both engages and builds community.

Responsibilities include:

- Contacting local schools and studios as part of our recruitment drive
- Coordinate registration activities
- Track scholarship and fundraising
- Develop and assemble welcome packet
- Research and pursue marketing opportunities
- Update social media activities
- Cultivate press interest, including traditional press and electronic coverage
- Compile feedback and statistics for future fundraising purposes
- Assist Company Manager as Onsite Coordinator for NJSummerDance 2011 dance intensive
- Perform general office duties as necessary

All applicants must submit an Internship application, cover letter, and resume by April 29, 2011.

Applications are available for download on our website:

Applications are accepted by email, mail, or fax and should be addressed:

Carolyn Dorfman Dance Company
Attn: John Beck, Communications & Development Associate
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Union, NJ 07083

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908.687.8855 fax: 908.686.5245