



Arts Administrator Internship

Job Description:

Aletheia. Dance, Inc is in the process of seeking an Arts Administrator to work alongside the Artistic Director. Therefore, we will be hiring interns until we find a good, strong candidate to hold the position. While the Artistic Director is in charge of the creative side and the development & face of the organization, the Arts Administration Intern will play the role as the Arts Administrator. They are the backbone of the organization. They are in charge of all paperwork, bookings, and contracts. They complete the following tasks:

- Booking performance venues and all things necessary for the annual performance
- Student Recruitment & Outreach
- Booking field trips (1 performance field trip & 1 community service project per session)
- Sending thank you emails
- Coordinating fundraising events/projects or faculty/staff/parent retreats
- Coordinating our annual food, toy, & clothing drives (Harvest Hope, Operation Christmas Child, and Salvation Army)
- Orchestrating Education Nights once a session (with Administrative Assistant's help)
- Sending letters to potential businesses, churches, corporations, and organizations to contribute to our Scholarship Fund
- Mailing out contribution receipts to all donors when donations are received
- Mailing end of academic year thank you gifts from students in August
- Creating other projects if desired

Report to:

Artistic Director

Assistant:

Administrative Assistant & Runner

Hours:

Arts Administration Intern will work out their weekly schedule with the Artistic Director & Administrative Assistant. They have the option to work from home or on site.

Hourly Rate:

- Resume building, hands on experience
- Letter of recommendation
- Course credit (for students)
- Free dance and acting classes
- Compensation for gas
- Breakfast, lunch, or dinner (depending on scheduled shift)

P.O. Box 6871 Columbia, SC 29260

(615) 378-7064

aletheiadanceinc@gmail.com