Movement Reservoir Dance Company Internship

Movement Reservoir Dance Company is seeking an *Operations Support Intern* for the end of our 2023 - 2024 Season. This intern reports to Artistic Director, Lachan Niedbala, and is responsible for assisting the Artistic Director with marketing, advertising, event planning, event ticketing/registration, and day of events operations. This internship runs from May 1st, 2024 – October 1st, 2024. Most work is remote with the exception of day of events assistance.

**About Movement Reservoir Dance Company**

Movement Reservoir Dance Company exists to provide a creative outlet for dance artists and increase the Kalamazoo community’s opportunity to experience dance. Movement Reservoir strives to create a place for artists to express their artistic voices through dance while challenging themselves to grow in an uplifting environment. Additionally, it provides the Kalamazoo area (and beyond) with more opportunities to experience dance from various artists throughout the Midwest.

**Responsibilities for Intern: Estimate of 3-8 hours per week (remote) in addition to required events**

* Marketing on social media (Facebook & Instagram) for upcoming MRDC events
* Acting as a liaison for guest artists
* Creating, Collecting, and Processing Post-event surveys
* Distributing postcards and posters/flyers for event advertisement
* General office work that can be done remotely such as organization, correspondence, communications, etc.
* Assisting with production of performances, workshops, classes, and special events
* A weekly meeting to touch base with Artistic Director (Over Zoom or In-Person)
* Other duties as assigned

**The ideal candidate (not required but preferred):**

* A current student or recent graduate who is pursuing a career in: Performing Arts, Arts Administration, or Business (especially in the arts)
* Excellent verbal and written communication skills
* Strong proofreading ability
* Attention to detail
* Ability to multi-task and work well under pressure/deadlines
* Maintain confidentiality
* Proficiency with Microsoft Windows and Office products (Word & Excel)
* Proficiency with Google products (Google Drive, Gmail, Google Docs, Google Spreadsheets)
* Proficiency with social media (Facebook and Instagram)
* Proficiency or willingness to learn how to utilize and communicate using the task tracker, Monday.com
* Interact and communicate positively with patrons and guest artists
* Excellent customer service that promotes a positive image of Movement Reservoir at all times

**Required Dates \*Some dates can be negotiated if there is a conflict**

* Sunday, July 21st 1:30 pm – 4:30 pm *MRDC Auditions (Schoolcraft, MI)*
* Saturday August 10th – Sunday August 11th *Workshop in Partnership w/ Currents Dance Company (Grand Rapids, MI)*
* Friday, August 16th5:00 pm – 10:00 pm *MRDC Benefit (Kalamazoo, MI)*
* Saturday August 17th – Sunday August 18th 9:00 am – 4:30 pm *MRDC 2-Day Summer Intensive (Kalamazoo, MI)*
* Friday September 6th 5:00 pm – 8:00 pm *ArtHop (Kalamazoo, MI)*
* Friday September 20th 4:30 pm – 10:30 pm *MRDC Annual Concert Technical Rehearsal (Kalamazoo, MI)*
* Saturday September 21st 12:00 pm – 10:30 pm *MRDC Annual Concert (Kalamazoo, MI)*

**Benefits & Compensation**

* This internship is currently unpaid, however, a small Travel Stipend will be provided to cover travel fees & food for attendance at required events.
* A letter of recommendation and use as a reference from Artistic Director, Lachan Niedbala, upon request
* Access to dance classes, workshops, performances, and dance events through Movement Reservoir Dance Company at no cost while interning and when intern duties are not required
* If current school/university program requires an internship to achieve certificate/degree, Artistic Director of Movement Reservoir Dance Company will complete any required paperwork
* MRDC is willing to work with Academic Departments to offer course credits if applicable
* Individual career mentorship and guidance from a Movement Reservoir’s Artistic Director
* MRDC provides uniform at no cost that must be worn at company events
* Consideration for future MRDC offerings such as company positions, choreographic opportunities, teaching opportunities, guest performances, future internships, and more.
* Knowledge in the operations of a professional dance company
* Experience working with a professional dance company in the daily operations specifically in Marketing, Communications, and Event Planning
* Networking with individuals in dance-related fields

**Discrimination Policy**

Movement Reservoir Dance Company complies with applicable Federal Civil Rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity.)