

Visceral Dance Center Youth Program Internship

This position will support the Youth Director in a burgeoning, fast-paced dance school. They will expand their understanding of arts administration and work closely with artistic staff and faculty.

Throughout the internship they will:

- Assist in account and class management using Dance Studio-Pro
- Enter and confirm competition registrations
- Communication and follow-up with parents
- Aid in the ordering and organization of Youth Program recital costumes
- Assist at Youth Recitals (June 2023)
- Assist in social media posting and creation of eblasts

Supervisor: Youth Program Director

Schedule:

Preferred availability is 3 days a week, 20-25 hours per week

Dates:

Immediately start, ending mid-June, 2023

Compensation and Benefits:

Unpaid Internship

Unlimited complimentary dance classes

Membership at Chicago Athletic Clubs

Membership at Guild Row Social Club

Requirements:

- Strong written and oral communication skills
- Background in or appreciation of dance
- Strong organizational skills
- Ability to work with minimal supervision
- Excellent administrative skills and attention to detail
- Experience in Excel, Word and the Google suite
- Experience in Photoshop and iMovie is preferable but not required

Celebrating its 15th anniversary, **Visceral Dance Center**, offers classes for youth and adults seven days a week, taught by industry professionals. Visceral Dance Center is known for its positive environment, exceptional faculty, and a brand-new, spacious state-of-the-art facility located in the Avondale neighborhood along the Chicago River. This new space serves the growing needs of the entire Chicago arts community, which uses the building for

rehearsals, workshops, and auditions, and includes an in-house theater space, The Ann Barzel Theater, available for performances and special events.

To Apply: If interested, please send a cover letter, resume, and references to Kaytee Cox at kcox@visceraldance.com. No phone calls, please.