



## ADMINISTRATIVE ASSISTANT INTERNSHIP

**Background:** Velocity is Seattle's premier art center dedicated to contemporary dance and performance. Its mission is to advance contemporary dance and movement-based art by fostering the creative explorations of artists and audiences through an invested commitment to education, creation, performance, inquiry, community participation and inter/national exchange.

**Reports to:** Office + Operations Coordinator

**Position description:** The Administrative Assistant Intern works directly with the Office + Operations Coordinator to help ensure smooth day-to-day organizational operations.

**Hours:** 10-15 hours per week. Flexible schedule, but must meet established guidelines.

**Compensation:** Position is unpaid, but will be entitled to unlimited classes at the rate of \$5/class and discounted rehearsal space at Velocity.

- Academic Credit: Contact your university for this information. Velocity will fill out any necessary forms for the completion of credit.
- Great resume builder
- Inside look at and active involvement in running an arts non-profit organization

**Responsibilities include but are not limited to:**

- Managing Velocity's Info @ email account
- Acting as a front line of communication for new patrons
- Working in Velocity's MindBody Online Space Rental Calendar
- Data Entry
- Class Tracking
- General Office Support
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**Qualifications**

- Ability to multitask
- Strong organizational, writing, verbal and interpersonal skills
- Comfortable working independently
- Proficiency with Microsoft Word and Excel
- Knowledge of the dance community is a plus

**How to apply:**

Please submit resume and cover letter to Cait Wyler — Office + Operations Coordinator at [Operations@velocitydancecenter.org](mailto:Operations@velocitydancecenter.org).

Cover Letter in the body of the email addressing the following:

- a. Why you are interested in the Velocity Administrative Internship?
- b. What are your goals and expectations for the Internship?
- c. What skills you believe would be an asset to our organization.

One Page Resume as a PDF.