



## BOARD INTERN

**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:** Velocity's executive staff and Board President

**Position description:** The Board Intern will have the unique opportunity to work directly alongside Velocity's Board of Trustees assisting with intra-board communications via Wiggio and e-mail, meeting and event preparation (including an annual, day-long board retreat), and any other related tasks required by the Board of Trustees and executive staff.

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

**Compensation:** Position is unpaid. Intern will receive unlimited dance classes at the rate of \$5/class and discounted studio rental rates 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 a not-for-profit, arts organization Board of Trustees.

### Responsibilities include but are not limited to:

- Communicate with Board President, committee chairs, and Velocity executive staff to set up agendas and other materials for board/committee meetings
- Assist with setting up board/committee meetings as needed
- Assist the Board President and Velocity executive staff with administrative tasks as needed
- Help set up and attend annual board retreat in the fall
- Create a Board/Staff Calendar

### Qualifications

- Ability to multitask
- Strong organizational, writing, verbal, and interpersonal skills
- Ability to work independently as well as with others
- Proficiency with Microsoft Word and Excel
- Interest in and ability to quickly learn Wiggio, which is used for board communications.
- Interest in non-profit administration

**To Apply:** Please send a resume and cover letter to Erin McCarthy, [erin@velocitydancecenter.org](mailto:erin@velocitydancecenter.org). Position open until filled.