

Velocity Programming Internship

Mission of Velocity:

Velocity is Seattle's premier art center dedicated to contemporary dance and performance.

Velocity advances 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: Technical Director/Operations Manager

Position description: The Tech Intern will assist staff with technical aspects of productions, learn basics of lights and sound, be on crew during Velocity produced shows.

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 studio rental at the rate of \$7/hr.

Term of Position

This is appointment starts May 1st, 2014 and ends September 30th, 2014. (These dates are semi-negotiable). It can be renewed based on mutual agreement. The Intern is responsible for tracking their hours and e-mailing a monthly total to Britta at britta@velocitydancecenter.org. The Intern may resign from post with 15 days notice.

Responsibilities include but are not limited to:

- Attend production meetings regarding Velocity produced shows
- Work with Velocity's Team to produce high quality dance performances and events.
- Work directly with Velocity's Technical Director, Resident Lighting Designer and Technical Assistant on Velocity produced shows
- As a lead Stage Hand, assist the with coordinating volunteer stage hands.
- Assist Velocity's Technical Director on other Velocity events, including the Speakeasy Series, Access Velocity events and performances, and weddings.
- Work with the Velocity staff to ensure the organization and maintenance of the facilities.
- Work with the Velocity Staff to ensure technical booth organization is maintained.

Qualifications

- Ability to multitask
- Fine attention to detail
- Strong organizational, verbal and interpersonal skills
- Ability to balance working independently while simultaneously collaborating with a team.
- Quick learner, adaptability, able to work with many personality types.
- Understanding of technical theatre including, light, sound, and space design a plus.
- Strong passion for dance, dance performance and the Seattle dance community.

How to apply:

Please submit via email by 5pm PST April 18, 2014 to Britta Peterson — Office + Operations Manger at Britta@velocitydancecenter.org.

- 1) Cover Letter in the body of the email addressing the following:
 - a. Why you are interested in the Velocity Tech Internship?
 - b. What are your goals and expectations for the Internship?
 - c. What skills you believe would be an asset to our organization?
- 2) One Page Resume as a PDF.
- 3) Include any support materials you believe to be relevant to your application.