



## VELOCITY COMMUNICATIONS INTERN

**Background:** Velocity is Seattle's premier art center dedicated to contemporary dance and performance. Velocity's 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:** Communications Manager

**Position Description:** The Communications Intern will assist the Communications Manager and staff with the visibility and publication of exciting and innovative dance-related programs, events, and classes.

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

**Compensation:** Position is unpaid, but the intern will be entitled to unlimited classes at the rate of \$5/class, 15% off Velocity produced workshops, and discounted rehearsal space.

- Academic Credit: Contact your university for this information. Velocity will fill out any necessary forms for the completion of credit.

### Responsibilities include but are not limited to:

- Coordinate + execute social media strategies with Velocity's communications goals (Platforms include Facebook, Twitter, Instagram + Vimeo)
- Assist with website updates / maintenance
- Aid in distributing promotional materials + grassroots marketing
- Assist with creation, printing, and distribution of in-house design materials
- Archive press articles + promotional material
- Add performances and events to online press calendars
- Assist Communications Manager with various mailings, projects, and other tasks as necessary.

### Qualifications

- Strong organizational, written, verbal, and interpersonal skills
- Enthusiasm for + experience with social media
- Ability to multitask, stay focused + comfortable working independently
- Detail oriented
- Knowledge of the dance community
- Proficiency with WordPress, Microsoft Word and Excel
- InDesign + Photoshop experience a plus

**To Apply:** Please send a resume and cover letter to Liz Dawson c/o [liz@velocitydancecenter.org](mailto:liz@velocitydancecenter.org). Position open until filled.