



ADMINISTRATIVE ASSISTANT 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: Operations Manager

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

Hours: 10-15 hours per week. Thursday/Friday 2pm-4pm required, remaining hours flexible.

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

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 Xaviera Vandermay — Operations Manager at operations@velocitydancecenter.org.

Position open until filled.