



VELOCITY PROGRAMMING 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: Programming Coordinator

Position description: The Programming Intern assists the Programming Coordinator with the preparation and execution of all Velocity events.

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

Compensation: Position is unpaid, but Intern 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 producing programs

Responsibilities include but are not limited to:

- Assist with the planning, implementation, tracking of Velocity Ongoing Classes, Master Classes, Workshops and Artistic Programs
- Communicate with artists, teaching artists and students about programs
- Participate in other miscellaneous education activities
- Add performances and events to online calendars
- Work with Velocity staff to help plan and implement exciting community engagement activities
- Organize Maximum Velocity festival registration, welcome packets, waivers, and more
- Facilitate in Maximum Velocity housing for faculty and students
- Communicate directly with Maximum Velocity participants and faculty

Qualifications

- Ability to multitask
- Strong organizational, writing, verbal and interpersonal skills
- Attention to detail
- Comfortable working independently
- Basic knowledge with Word and Excel
- Knowledge of the dance community is a plus
- Weekend availability for events (preferred, not required)

How to apply: Please send a resume and cover letter to Erin Johnson, Programming Coordinator, at erinjohnson@velocitydancecenter.org. Position open until filled.