



## OPERATIONS 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:** Office + Operations Manager

**Position description:** The Operations Intern works directly with the Operations Manager to help ensure smooth day-to-day organizational operations and ensures safety and cleanliness of Velocity Dance Center.

**Hours:** 10-15 hours per week. Monday 9am-12pm, other 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
- Following Office Opening Procedures
- Acting as a front line of communication for new patrons
- Working in Velocity's MindBody Online Space Rental Calendar
- General Office Support
- General Operations Support; assisting in facilities maintenance with the support of the Operations Manager
- Assisting with the Work / Study program to ensure all participants are well trained and fill in for participants in emergency situations

**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](mailto:operations@velocitydancecenter.org).

*Position open until filled. Priority given to applications received by June 9, 2017.*