



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, discounted rehearsal space at Velocity, and comp tickets to performances when available.

- 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:

- Execute social media strategies and monitor channels, in line with Velocity's communications goals (Platforms include Facebook, Twitter, Instagram + Vimeo)
- Add performances and events to online press calendars
- Work with staff to promote upcoming events
- Aid in distributing promotional materials
- Archive press articles + promotional material
- Assist Communications Manager with various mailings, projects, and tasks as necessary

Qualifications

- Strong organizational, written, verbal and interpersonal skills
- Enthusiasm for + experience with utilizing social and new media
- Ability to multitask and stay focused + comfortable working independently
- Knowledge of the dance community
- Proficiency with Microsoft Word and Excel required; familiarity with Wordpress preferred
- Photography + video editing skills desired
- Experience with Adobe InDesign + Photoshop is a plus!

To Apply: Please send a resume and cover letter to Communications Manager Clare Canzoneri at clare@velocitydancecenter.org. Position open until filled.