velocity
DANCE CENTER

SUMMER PROGRAMMING INTERNSHIP

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

Velocity Summer Season Programming
Velocity is the home of **Maximum Velocity:** a world-class summer immersion bringing together **Strictly Seattle** and the **Seattle Festival of Dance Improvisation (SFDI)**.

Strictly Seattle: Four adult programs inspire beginning through professional level dancers with rigorous physical and compositional training in a challenging and invigorating environment. Strictly Seattle is a supportive community of open experimentation and camaraderie where dancers form alliances for future collaborations.

SFDI: This world-renowned festival provides the perfect opportunity to learn and share experiences with some of the most highly regarded artists working in the field of dance today. SFDI is a week of intensives, classes, jams, somatic labs, site-specific workshops, performances and discussions focused on fostering the study and practice of dance improvisation.

Reports to: Programming Coordinator and Office + Operations Manager

Position description: The Summer Programming Intern will assist staff with the development, implementation and evaluation of Maximum Velocity: Strictly Seattle + SFDI. Position will be developed with the Programming Intern to fulfill Velocity's needs while also aligning with the Intern's expertise, skills and goals.

Hours: 15-20 hours per week. Flexible schedule, but must meet established guidelines.

Compensation: Position is unpaid. Intern will receive three quarter participation in Strictly Seattle and SFDI. For months prior to Maximum Velocity, the Summer Programming Intern will receive discounted class at $5, and discounted studio space at $7/ hr. The Programming Intern will also receive exclusive access to Velocity performances and events.

Term of Position: This is appointment starts May 22, 2017 and ends August 31, 2017 (These dates are semi-negotiable). It can be renewed based on mutual agreement. The Intern will submit weekly hourly reports to the Operations Manager. The Intern may resign from post with 15 days notice.

Responsibilities include but are not limited to:
- Work with Velocity staff to help plan and implement Maximum Velocity
- Organize Festival special events, outreach events, housing, communications
- Oversee festival housing for participants and faculty
- Facilitate Festival Participant experience
- Communicate directly with Festival Participants and Faculty
- Assist in management of events with 80-300 attendees

- Organize Festival Registration, Welcome Packets, Waivers, Participant communications
- Gather and deliver relevant content for Social Media posts
- Make in-house collateral for one-time events
- Aid in distributing promotional materials
- Archive press articles, hard copy and online
- Add performances and events to online press calendars
- Distribute, collect, and present data from surveys
- Collect and archive testimonials and quotes
- Work with Velocity staff to help plan and implement exciting community engagement activities

Qualifications + Skills:
- Interest and/or experience with contemporary dance and movement based art
- Interest and/or experience with arts-oriented non-profit organizations
- Organization, time management, and communication skills (both written and oral)
- Leadership skills: small and large group public speaking
- Customer Service: high quality representation of Velocity
- Highly efficient in team and collaborative work settings
- Self-motivated and able to take initiative on projects
- Computer Proficient: Microsoft Office, Apple OS systems + applications, Social Media, Gmail. Experience with PatronManager and/or MindBody a plus
- Detail oriented

How to apply:
Please submit via email by **9am Monday April 3, 2017** to
Erin Johnson — Programming Coordinator: erinjohnson@velocitydancecenter.org

1. One Page Resume as a PDF, with the file saved as LASTNAME_FIRSTNAME_2017SummerInternApplication.pdf (i.e. JOHNSON_ERIN_2017SummerInternApplication.pdf)
2. Cover Letter in the body of the email addressing the following:
   a. Why you are interested in the Velocity Summer Programming Internship?
   b. What are your goals and expectations for the Internship (both administratively and artistically)?
   c. What skills you believe would be an asset to our organization?
   d. What date you would be able to start in Seattle, and what date you would need to leave Seattle?
3. Include any supporting materials you believe to be relevant to your application.

There are two Summer Programming Internship positions available.
Questions? Call (206) 325.8773 or email info@velocitydancecenter.org