**ArtLab J - Detroit Dance City Festival**

***Internship Program Application***

ArtLab J seeks reliable interns for our upcoming event Detroit Dance City Festival  and general duties involved in hosting this major dance festival. There will be two intership programs, the first will run from March through May, and the second June through August.

WHY INTERN, AND IS IT FOR YOU?

* You will gain professional experience and build your resume in the dance field in Detroit
* You will learn a variety of skills on the job, and be a valuable part of the creative and administrative team.
* You will have many opportunities to network with artists from around the world!
* You will be mentored and encouraged to ask questions, give input, and receive feedback

ArtLabJ is a non-profit organization dedicated to providing a space for performing arts with the intent to build a larger, stronger dance community in the city of Detroit. ArtLab J is comprised of a dance company, movement education programming, and is the producer of “lab” programs including the Detroit Dance City Festival, Detroit Dance Race, Moving with Detroit, Detroit Revival Program, amongst many others.

**Internship Program Positions**

*(1st program - 5-10 hours/week) (Starts March - May)*

*(2nd program - 5-10 hours/week) (Starts June - August)*

Work closely with the ArtLab J administrative staff and assist in all aspects of ArtLab J’s Detroit Dance City Festival. Tasks will include promoting events, social media posts, database entry and management, special events, and general administrative support.

Required:

* Interns must be 18 years of age to apply
* ability to independently research in order to complete assignments
* comfortable interacting with other artists and festival guests
* creativity and flexibility
* work well independently as well as in a group
* secure transportation for coming to Detroit events
* strong organizational skills, together with the talent to multi-task
* prioritize, and see tasks through to completion whilst demonstrating accuracy and attention to detail

Preferred:

* strong interest or connection with the arts, especially dance
* experience with professional correspondence

To apply, submit a **cover letter** (detailing your interest in working with ArtLab J, your particular skills, and what you hope to accomplish with this internship), up-to-date **resume**, and completed **application** (below) via email to info@artlabj.com by **February 16th, 2018**. This internship does not include a stipend, but can be taken as an opportunity to gain professional experience and build your resume in the dance field . Interns are expected to be available until either the end of May or through August 12th.

**INTERNSHIP APPLICATION**

Name:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Birthdate:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  State:    \_\_\_\_\_\_\_\_\_\_\_  Zip:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Phone Number:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Home  or Cell  (Circle one)

Email Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Availability:  Please write when you would be available to work.

|  |  |
| --- | --- |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |
| Saturday |  |
| Sunday |  |

Do you have a valid US driver’s license?          \_\_\_\_\_Yes    \_\_\_\_\_\_No

Will you have reliable transportation?             \_\_\_\_\_Yes    \_\_\_\_\_\_No

When are you available to start?   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate any special work and/or educational skills below:

**Technology Skills** (*Able to operate Microsoft Office, Google docs/sheets /drive, Email, Typing, Writing, InDesign, Adobe, Videography/photography, Video Editing…...etc)*

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**Social Media Skills** *(knowledge in social media sites such as Facebook, Twitter, Instagram, and Constant Contact)*

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**Other Special Skills** *(Anything not listed above, that you would bring to the team)*

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