



Charlotte Ballet's Arts Administration: 2019 Summer Programs Internship

Department: Academy Reports To: Academy Program Manager

Dates of Internship: June 19 – July 27, 2019

Job Duties and Responsibilities:

- Assist the Academy Program Manager by preparing and compiling materials for Summer Intensive residential staff, chaperones, and students prior to their arrival
- Assist with preparations for the 2020 National Audition Tour, including updating mailing lists and dancer information
- Coordinate the sales of t-shirts, Summer Repertory Performance tickets, DVDs, and flower bouquets to students and parents
- Compile weekly spreadsheet of 2019 summer teacher hours from studio schedule
- Assist in the coordination of summer excursions and activities
- Support the School staff and faculty in the management of the intensive dancers. This may include taking daily attendance, scheduling physical therapy for dancers and providing them transportation to appointments if needed (mileage will be reimbursed)
- Manage and supervise lunch hours
- Create student and parent surveys; compile data
- Assist in implementation of the Summer Repertory Performance. Assistance at Summer Repertory technical rehearsals and performances is mandatory for all interns on Friday, July 26 and Saturday, July 27
- Assist the Academy Operations Manager with Academy Summer Workshop, Classes, and Camps
- Provide Front Desk support as needed

Eligibility: A candidate must be currently enrolled in a University/College program, or a recent College graduate. Minimum of a 3.0 GPA. Interest or working towards a degree in Arts Administration is preferred but not required.

General Information: Interns are expected to work between 20 and 30 hours a week during a 5.5 week internship period. Interns may receive academic credit if an agreement is made between Charlotte Ballet and the intern's college/university or high school. Interns will receive a \$600 living stipend.

Application Procedures: *Candidates must complete an application form and submit with a cover letter and resume by Friday, April 5.* Incomplete applications will not be reviewed.

Mail or Email Applications to:

Charlotte Ballet Academy
Attn: Academy Program Manager
701 North Tryon St
Charlotte, NC 28202

Email: rgibbs@charlotteballet.org