

Joffrey Ballet School Arts Administration and Brand Ambassador Intern Summer 2019

For questions regarding this position, email Danielle Hecker, at dhecker@joffreyballetschool.com.

DEPARTMENT: Joffrey Ballet School - Summer Programs

POSITIONS: Arts Administration and Brand Ambassador Intern 2019

PROGRAM LOCATIONS: New York City, Los Angeles, San Francisco, Las Vegas, Miami, Colorado Springs, Kansas City, Dallas, Athens – Georgia, Genoa - Italy, London – UK

DATES: Dates depend on program location. Programs run in the Summer between June and August

WHO WE ARE LOOKING FOR

Are you a people person?

Do you love interacting with kids and parents?

Do you value and understand a great customer experience?

Are you interested in Hospitality, Marketing, and Brand Integrity?

Do you love to communicate and work in teams?

POSITION SUMMARY

Joffrey Ballet School seeks hard working, pro-active, and enthusiastic individuals to serve as Arts Administrative and Brand Ambassador Interns for its various summer programs throughout the United States, London, and Genoa - Italy. This is a temporary, full-time position, with live-in and on-call responsibilities. An Intern's primary responsibilities are to assist students, parents and faculty, serving as the initial on-site liaison with the administration and Artistic Directors of the School. Interns ensure the daily operations of the studios run smoothly, welcoming students, parents, and faculty, actively problem-solving issues as they arise, while ensuring a safe environment and assisting injured students. Interns are expected to be helpful, courteous, kind and welcoming.

Applicants must be able to work within the artistic culture of Joffrey, have the ability to give and receive constructive feedback, maintain a positive attitude, be able to problem solve, act pro-actively, have excellent verbal and written communication, and have good organizational and analytical skills. Dance and Residence Life/significant leadership experience preferred.

POSITION QUALIFICATIONS

Be Outgoing, Friendly, Pro-Active and Courteous

Confidently supervise and lead peers, staff, and students.

Effectively prioritize work to reflect the needs of the students.

Excellent verbal and written communication

Ability to multi-task

Manage difficult situations with tenacity and professionalism.

Effectively and fairly interpret and apply policies and procedures.

Maintain documentation, files and work papers that are readily accessible and understandable.

Apply creativity and innovation to work processes.

PREFERRED QUALIFICATIONS

**Hospitality
Management
Business Development
Administration
Marketing
Advertising
Teaching
Dance**

COMPENSATION

\$200.00 PER WEEK

APPLICATION DEADLINE

Positions will be filled at a first come first serve basis to qualified candidates – please submit application early for best consideration. Applications will not be accepted after April 1. *Final candidates who are offered a position will be required to undergo a background check.*