

# EISENHOWER DANCE DETROIT

## **JOB DESCRIPTION**

Position:	Arts Administration Internship
Reports to:	Project Lead or Director of Operations
Status:	Student Intern
Compensation:	No compensation will be provided. Selected applicants will receive hands on experience and work side by side with professionals in the field.
Timeframe:	Fall, Winter or Spring Semester

An Arts Administration Intern performs a wide range of administrative and support activities primarily related, but not limited to, the planning, implementation, and follow-up for Eisenhower Dance Detroit's events and programs. The qualified candidate is a creative thinker and problem solver with a keen attention to detail along with excellent written and verbal communication skills. This position requires someone who is knowledgeable in dance, who can work at a fast pace, and who understands the importance of customer service and satisfaction. Schedule is flexible. Must be available for a brief weekly virtual meeting with their assigned Direct Report.

## **APPLICATION PROCESS**

Please complete the application via [this link](#).