

Section I - Job Identification

Job Title:	Summer Intensive Intern
Department:	Academy
Reports To (Job Title):	Academy Program Manager
Dates of Internship:	June 19 – July 29, 2017, Monday – Friday; varied Saturdays

Section II - Job Purpose, Scope & Responsibilities

Job Purpose: To provide important support for the program by working directly with the Academy staff, director, faculty, and summer intensive dancers.

Job Duties and Responsibilities:

1.	Assist the Academy Program Manager by preparing and compiling materials for Summer Intensive residential staff, chaperones and students prior to their arrival in late June. This includes rosters, emergency medical information, schedules, and event details.
2.	Assist with preparations for the 2018 National Audition Tour, including updating mailing lists and dancer information.
3.	Coordinate the sales of t-shirts, Summer Repertory Performance tickets, DVDs, and flower bouquets to students and parents.
4.	Assist in the coordination of summer excursions and activities. Communicate event details with the Residential Director, Residential Advisor, and student chaperones who lead these activities on the weekends.
5.	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), and managing details of student's lunch hour.
6.	Help create student and parent surveys and compile data at the end of the program.
7.	Work collaboratively with the School staff in coordinating the Summer Repertory Performance at the end of the program. Assistance at Summer Repertory technical rehearsals and performances is mandatory for all interns on Friday, July 28 and Saturday, July 29.

Section III - Job Dimensions and Qualifications

Positions Supervised:	N/A
Internal Contacts:	Academy Director, Academy Program Manager, Academy Administrative Manager, Academy Administrator
Education Level and Focus:	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 the Arts or Business Administration is preferred but not required.
Years and Type of Related Experience Required:	A candidate must have experience in a customer service-related field and obtained a high school diploma or equivalent.
Professional/Technical Competencies	<ul style="list-style-type: none">• Strong organizational skills and experience in an administration office is strongly preferred• Excellent computer skills and proficient in MS Word and Excel.• Strong sense of personal responsibility and self motivation, including the ability to work independently• Demonstrates competency in filing systems and business etiquette.• Excellent written and oral communication skills• Ability to work with students ages 11 and older• Knowledge of dance and dance terminology recommended but not required• Must be able to lift at least 20 lbs• Must have Saturday availability (tentative 12 – 5 PM)