



**Send Resume & Cover Letter**  
events@njdte.org  
www.njdte.org/interns  
908-273-5500

## **2021 Fall & 2022 Spring Internship Opportunities**

### **Marketing & Communications**

New Jersey Dance Theatre Ensemble (NJDTE), a renowned pre-professional dance company, seeks an enthusiastic and insightful **Marketing & Communications Intern**. NJDTE has a state-of-the-art, 8,800 square-foot facility in downtown Summit, NJ. We are actively seeking a Marketing & Communication intern for the Fall or Spring 2022 season. An internship with NJDTE is an excellent opportunity to gain valuable hands-on experience with a renowned pre-professional training school and company and non-profit arts organization.

#### **Marketing & Communications Intern Responsibilities:**

##### **Marketing**

- Promote NJDTE's social media presence on Facebook, Instagram, Twitter, and LinkedIn and assist with growing engagement and followers on all platforms
- Write and send Press Releases to Press Contacts
- Create a seasonal NJDTE Newsletter
- Create E-Blasts with Network for Good Marketing server
- Write blog posts on Weebly
- Assist with promoting and planning of NJDTE events

##### **Web Development**

- Update NJDTE's & MIP®'s websites with text, graphics, events, etc.
- Increase NJDTE's web presence with search engine optimization (SEO)
- Research various Web platforms and aid in the design and creation of NJDTE's new website
- Manage website statistics and data analytics

##### **Graphic Design**

- Creation of NJDTE event materials: booklets, assisting with Ad sales, & creating graphics
- Create press and promotional materials: including flyers, posters, newsletters, and brochures
- Logo wear vector design for NJDTE Boutique items

##### **Film/Video**

- Filming and photographing events, classes, rehearsals, and performances
- Creating and editing promotional videos and short video clips for social media
- Editing music files for rehearsals and performances in GarageBand



**Requirements:**

- Excellent written and verbal communication skills
- Highly detail-oriented, self-motivated, with the ability to multitask
- Ability to commute to Summit, NJ, Montclair State University, and other off-site locations
- Ability to attend events outside of regular weekly schedule (dates will be given in advance)
- Positive and professional demeanor and attitude
- Interest in NJDTE's mission and non-profit dance organizations
- Proficient in social media platforms, including Facebook, Instagram, LinkedIn, and Twitter.
- Proficient in Microsoft Office Suite (Word, Excel, Power Point)
- Knowledge of Adobe Creative Suite, especially Photoshop and InDesign, Wordpress & Weebly web platforms, iMovie/Premiere Video Editing, Garage Band, Music Editing, Canva
- Relevant experience in designing and producing graphics and websites (portfolio suggested as part of application)
- Knowledge of HTML code preferred
- Access to or ownership of camera/filming equipment preferred

**Commitment:**

- Start Date: Fall – September 2021 | Spring - February 2022
- 3-4 month commitment, 10-15 hours per week
- Flexible schedule

**Compensation:**

- Internship positions are unpaid.
- NJDTE will work with colleges and universities to provide interns with academic credit.