



**NJLTE NEW JERSEY DANCE THEATRE ENSEMBLE**  
NANCY TURANO, ARTISTIC DIRECTOR

**Send Resume & Cover Letter**  
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www.njdte.org/interns  
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**Fall 2019 Internship Opportunities**  
**Marketing & Communication**

New Jersey Dance Theatre Ensemble (NJLTE), a renowned pre-professional dance company, seeks an enthusiastic and insightful **Marketing & Communications Intern**. NJLTE 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 2019 season. An internship with NJLTE is an excellent opportunity to gain valuable hands-on experience with a renowned pre-professional training school and company and non-profit arts organization.

**Responsibilities:**

- Promote NJLTE'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 NJLTE Fall Newsletter
- Create E-Blasts with Constant Contact Marketing server
- Update NJLTE & MIP® websites and assist with search engine optimization (SEO)
- Write blog posts on Weebly
- Assist with promoting and planning of NJLTE events: program booklets, assisting with Ad sales, & creating graphics

**Requirements:**

- Excellent written and verbal communication skills
- Highly detail-oriented, self-motivated, and has the ability to multitask
- Ability to commute to Summit, NJ and Montclair State University
- Positive and professional demeanor and attitude
- Interest in NJLTE's mission and non-profit dance organizations
- Proficient in social media platforms, including Facebook, Instagram, Twitter and LinkedIn.
- Proficient in Microsoft Office Suite (Word, Excel, Power Point)
- Familiarity with Adobe Photoshop, Wordpress & Weebly web platforms, iMovie/Premiere Video Editing, Garageband Music Editing

**Commitment:**

- Start Date: September 2019
- 4-month commitment, 10-15 hours per week
- Flexible schedule

**Compensation:**

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