



NJLTE NEW JERSEY DANCE THEATRE ENSEMBLE
NANCY TURANO, ARTISTIC DIRECTOR

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

Spring & Summer 2020 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 Spring or Summer 2020 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.

Marketing & Communications Intern Responsibilities:

Marketing

- 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 Spring/Summer Newsletter
- Create E-Blasts with Constant Contact Marketing server
- Write blog posts on Weebly
- Assist with promoting and planning of NJLTE events

Web Development

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

Graphic Design

- Creation of NJLTE event materials: booklets, assisting with Ad sales, & creating graphics
- Create press and promotional materials: including flyers, posters, newsletters, and brochures
- Logowear vector design for NJLTE 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



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Requirements:

- Excellent written and verbal communication skills
- Highly detail-oriented, self-motivated, and has 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 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)
- Knowledge of Adobe Creative Suite, especially Photoshop and InDesign, Wordpress & Weebly web platforms, iMovie/Premiere Video Editing, Garageband, Music Editing
- 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: Spring - February 2020 | Summer - May 2020
- 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.