NONPROFIT ARTS ADMINISTRATION PROGRAM

DEPARTMENTS: Archives and Research, Development and Fundraising, Executive Affairs, Membership, Programs

POSITION: IABD Fellow and IABD Intern(s)

REPORTS TO: IABD Directors and Managers

CLASSIFICATION: Part Time

LOCATION: Washington, DC (remote candidates considered)

COMPENSATION: $13,500-annual IABD Fellow; $500-monthly IABD Intern(s)

_The International Association of Blacks in Dance_ preserves and promotes dance by people of African ancestry or origin, and assists and increases opportunities for artists in advocacy, audience development, education, funding, networking, performance, philosophical dialogue, and touring. For more information, please visit [www.iabdassociation.org](http://www.iabdassociation.org).

**POSITION SUMMARY**

The International Association of Blacks in Dance (IABD) offers a unique opportunity and experience to assist with the development and growth of this one-of-a-kind service organization. IABD seeks qualified undergraduate students, graduate students, and recent graduates interested in gaining Arts Administration experience.

Fellowships and Internships are currently available in these areas of concentration: **Communications** (Marketing/Public Relations, Social Media), **Development and Fundraising**, (Grant Writing and Reporting, Donor Cultivation and Stewardship), **Executive Affairs** (Archives, Board Development, Business and Finance, Human Resources), **Membership**, (Retention, Recruitment, Engagement) and **Programs** (Conference/Festival, on the 1, EVOLVE, etc). Participants will get a broad view of the overall workings of the organization through their involvement with various special projects and day-to-day operations assignments. These individuals will work directly with the President/CEO and IABD Team Members. Fellows/Interns will also interface with the staff of partner organizations on specific and/or special event programming. [Please click here](#) for more information.

**Essential Responsibilities:**
- Collaborate on special projects
- Create and Update written materials and forms
- Assist staff with day-to-day operations, including: preparing for meetings, assisting with special events, proofreading emails, web copy and updates, organizing archival material, creating memos and flyers to help advertise programming.
- Other duties as assigned.

**Qualifications:**
- Superb attention to detail and time management skills
- Excellent writing and verbal communication skills
- Proficiency with MS Word, MS Excel, MS Office and general internet proficiency
- Ability to act responsibly, reliably, and efficiently within an office environment
- Interest in working in the dance, music, theater, or performing arts industry
- Possess the ability to work independently with minimal supervision in a fast-paced environment
- Have completed at least one year of college
- College credit is available as arranged by your college or university. Fellowships are offered for 12 months. Internships are offered for semester, full-year and summer sessions.
Benefits:
- Fellows/Interns may choose to plan and execute independent projects within the focus of their area, formed from their own administrative and academic interests.

Fellows are a part-time, paid opportunity, receiving a stipend. Intern positions are a part-time, opportunity with a stipend attached. This is a 20-24 hours per week during regular business hours (Monday through Friday, 10:00am – 6:00pm ET) fellowship/internship. Some weekends and travel may apply.

Applicants interested in the IABD Nonprofit Arts Administration Program must submit the following materials:

- Completed Application Form
- Cover Letter
- Resume
- Two Letters of Recommendation

Please submit all materials to contact@iabdassociation.org or mail to:

The International Association of Blacks in Dance
1621 Connecticut Avenue, NW
Suite 400
Washington, D.C. 20009

No phone calls please!

The International Association of Blacks in Dance, Inc., is an affirmative action/equal opportunity employer and welcomes all to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.