



Nonprofit Arts Administration Fellowship Program

Internship Location: Washington, D.C.

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/Internships are currently available in these areas of concentration: **Development, Marketing, General Management, Special Events, Archives**. 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 Directors. Fellows/Interns will also interface with the staff of the Dance Institute of Washington.

Essential Responsibilities:

- Complete special projects for the President/CEO and IABD Team Directors
- Create and Update written materials and forms
- Assist staff with day-to-day operations, including: helping to prepare 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 8-12 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, unpaid opportunity. This is a 20-24 hours per week during regular business hours (Monday through Friday, 10:00AM - 6:00 PM) internship/fellowship. Some weekends may apply.

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

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

Please send all materials to: [Denise Saunders Thompson](#), President and CEO, IABD, PO Box 1544, Washington, DC 20013. No phone calls please!