

Live Art Dance Administrative Intern 2019 Summer Position

Live Art Dance seeks and Administrative Intern for a full-time (30 hours per week), eight week contract beginning Monday, July 8 2019 and ending Thursday, August 30, 2019.

As a key presenter and advocate for contemporary dance, Live Art Dance is the only company east of Quebec to program an annual series of nationally and internationally recognized artists. Live Art has distinguished itself as a premiere dance presenter and has anchored Halifax's presence on the international dance-touring map.

Responsibilities:

The Administrative Intern will support Live Art's permanent staff in the planning and implementation of the upcoming season. Responsibilities will include updating an electronic archive, scanning and uploading of data to the archive, subscription and advertising sales, updating and maintaining the database, research and compilation of information on the upcoming season, assisting with website and social media updates, assisting in the distribution of promotional material, assisting in the organization of fundraising activities, filing and other duties as assigned.

This position is funded through Canada Summer Jobs and is designed to provide training and experience in arts administration. The successful candidate will gain career-related work experience in administration, database management, event planning, marketing and communications. The Administrative Intern will earn \$12/hour and work 4 days a week at the Live Art Dance office on Quinpool Road.

Qualifications:

The ideal candidate will be a post-secondary student in an arts program, public relations, arts administration or business program, with a demonstrated interest in the arts, good computer and organizational skills, excellent attention to detail, and the ability to work independently as well as under supervision.

Eligibility:

To be eligible for the position, applicants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

To Apply:

Email your resume and cover letter by May 17 to outreach@liveartdance.ca. Please use "Administrative Intern" as the subject of your email.