

VELOCITY SUMMER FESTIVALS

SUMMER PROGRAMS INTERNSHIP APPLICATION 2020 STRICTLY + SFDI

ABOUT VELOCITY

Velocity is Seattle's center dedicated to contemporary dance, and an essential incubator for new dance in our region. With artist-driven, community-responsive programming, Velocity provides vital resources and advocacy for one of the most active dance communities in the nation. Velocity's programming includes classes, workshops, residencies, performances, discussions, and two annual international festivals.

Velocity is the home of two summer festivals: [Strictly Seattle](#) and the [Seattle Festival of Dance Improvisation \(SFDI\)](#).

Strictly Seattle: Four adult programs inspire beginning through professional level dancers with rigorous physical and compositional training in a challenging and invigorating environment. Strictly Seattle is a supportive community of open experimentation and camaraderie where dancers form alliances for future collaborations.

SFDI: This world-renowned festival provides the perfect opportunity to learn and share experiences with some of the most highly regarded artists working in the field of dance today. SFDI is a week of intensives, classes, jams, somatic labs, site-specific workshops, performances and discussions focused on fostering the study and practice of dance improvisation.

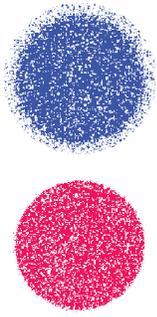
ABOUT THE SUMMER PROGRAMS INTERNSHIP ROLE

Reports to: Artistic Director and Office + Operations Manager

Position description: The Summer Programs Interns will assist staff with the development, implementation and evaluation of Strictly Seattle + SFDI. Position will be developed with each intern to fulfill Velocity's needs while also aligning with each individual's expertise, skills and goals.

Hours: 15-20 hours per week. Flexible schedule, but must meet established guidelines.

Compensation: Position is unpaid. The Summer Programs Interns will receive full participation in Strictly Seattle and SFDI. For the months prior to the summer festivals, the Interns will receive discounted class at \$5, and discounted studio space at \$7/ hr. The Summer Festival Interns will also receive exclusive access to Velocity performances and events.



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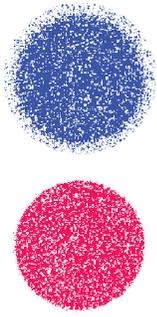
Term of Position: This is appointment starts end of May 2020 and continues through the end of August 2020 (exact dates are semi-negotiable). The Intern will submit weekly hourly reports to the Operations Manager. The Intern may resign from post with 15 days notice.

Responsibilities include but are not limited to:

- Work with Velocity staff to help plan and implement the Summer Festivals
- Organize Festival special events, outreach events, housing, communications
- Oversee festival housing for participants and faculty
- Facilitate Festival Participant experience
- Communicate directly with Festival Participants and Faculty
- Assist in management of events with 80-300 attendees
- Organize Festival Registration, Welcome Packets, Waivers, Participant communications
- Gather and deliver relevant content for Social Media posts
- Make in-house collateral for one-time events
- Aid in distributing promotional materials
- Archive press articles, hard copy and online
- Add performances and events to online press calendars
- Distribute, collect, and present data from surveys
- Collect and archive testimonials and quotes
- Work with Velocity staff to help plan and implement exciting community engagement activities

Qualifications + Skills:

- Interest and/or experience with contemporary dance and movement based art
- Interest and/or experience with arts-oriented non-profit organizations
- Organization, time management, and communication skills (both written and oral)
- Leadership skills: small and large group public speaking
- Customer Service: high quality representation of Velocity
- Highly efficient in team and collaborative work settings
- Self-motivated and able to take initiative on projects
- Computer Proficient: Microsoft Office, Apple OS systems + applications, Social Media, Gmail. Experience with PatronManager and/or MindBody a plus
- Detail oriented



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HOW TO APPLY

Please submit via email by **midnight February 29, 2020** to Erin Johnson — Artistic Director:
erin@velocitydancecenter.org

1. One Page Resume as a PDF or Word Document.
2. Cover Letter in the body of the email addressing the following:
 - a. Why you are interested in the Velocity Summer Programs Internship?
 - b. What are your goals and expectations for the Internship (both administratively and artistically)?
 - c. What skills you believe would be an asset to our organization?
 - d. What date you would be able to start in Seattle, and what date you would need to leave Seattle?
3. Include any supporting materials you believe to be relevant to your application.

There are two Summer Programs Internship positions available.

QUESTIONS? Call (206) 325.8773 or email erin@velocitydancecenter.org