

## INTERN-COMMUNITY OUTREACH

### Position Summary

Milwaukee Ballet is home to a professional dance Company, Second Company, and nationally accredited School & Academy. The organization's mission is to transform lives and connect communities through inspiring performance, community engagement, education, and training.

The Community Engagement department is seeking an intern for the summer semester to support the team while receiving hands-on workplace experience that correlates to the intern's education program and/or coursework. The Community Engagement department promotes confidence, a healthy lifestyle, and creativity through performances and accessible, hands-on workshops. By introducing ballet to audiences of all ages, we bring the power of movement to life and inspire everyone we reach. These programs strive to break down traditional barriers so more people can share in the power of dance.

This is an **unpaid, part-time seasonal internship position. Hours are flexible based on availability and class schedules, with an anticipated** 10-20 hours per week in-person at Milwaukee Ballet's downtown offices. Candidates must be eligible to receive academic college credit.

### Intern Responsibilities

- Assist the Community Engagement team in the organization, preparation, and execution of Milwaukee Ballet's programs (ex. Education/Training programming: Relevé, Tour de Force, Discover Dance Camp).
- Assist with the maintenance and update of Community Engagement databases and tracking.
- Support in the organization and communication of the Community Engagement calendar.
- Oversee and maintain department continuity binders and collateral.
- Proofreading, editing and writing.
- Help with day-to-day tasks such as copying, assembling materials and mailing.
- Other duties as assigned.

### Qualifications

- Currently pursuing a degree with an interest in Non-Profit or Arts Administration, Dance, or Community Engagement with an anticipated graduation date of August 2024 or later.
- A strong dance background is recommended, as well as an interest in the administrative aspects of community engagement.
- Strong work ethic and interpersonal skills with a desire to build community both within and outside the organization.
- Knowledge of Microsoft Office products including Word and Excel.
- Ability to work well with children and constituents from diverse backgrounds.
- Familiarity with ballet/dance and dance education or programming.
- May be required to work some nights and weekends, specifically during performances, programs, or events.

All qualified candidates must be 18 years or older and pass an extensive background check.

### Required Values & Qualities

- **Organized & Detail-Oriented:** Able to manage multiple projects and deadlines, and multi-task efficiently.
- **Reliable & Accountable:** Can be counted on to follow through on projects and responsibilities.
- **Positive Attitude:** Works well with others and responds with positivity to support colleagues.
- **Professional Demeanor:** Comfortable working in an office environment and professionally representing Milwaukee Ballet.
- **Excellent Communication:** Can communicate effectively with colleagues, vendors, board, students, parents and patrons.

### About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### How to Apply

- Submit a cover letter and resume via our Application Portal.
- Successful applicants will be subject to a background check.