



Office for the Arts at Harvard Dance Program

Harvard Dance Program Internship – 2017 Spring Semester

Rooted in tradition, committed to innovating, the OFA Dance Program supports studies in dance composition, improvisation, performance, choreographic design and history of dance with an emphasis on collaboration and trans-disciplinary inquiry. Part of the concentration in [Theater, Dance & Media](#), the Dance Program also offers a secondary field of concentration in drama with a focus on dance; for-credit courses; and co-curricular dance courses at all levels, plus opportunities to perform repertory, commissioned work, and installations. The Dance Program provides mentorship and support for student-led dance companies, a vibrant community of Harvard dancers who represent over twenty dance traditions from across the globe. The Program regularly hosts guest artists and choreographers who teach master classes and hold residencies throughout the academic year, fostering exceptional opportunities for students to work with luminaries and innovators in the field and in disciplines linked to dance.

JOB TITLE: Harvard Dance Program Promotional Team Member

REPORTS TO: Administrative Manager and Program Assistant for Dance

PRIMARY DUTIES:

Publicity outreach:

- postering for Dance Program classes, master classes, and performances in accordance with locations and schedule determined by Program Assistant
- flying across campus for various Dance Program classes and events
- email "pub-ing" for performances
- assisting with publicity displays for Dance Center internal and external spaces

REQUIRED HOURS:

Candidates with Monday and Thursday morning availability for postering are preferred, but alternate hours can be accommodated. Please indicate if you will be on campus in January prior to classes beginning.

QUALIFICATIONS:

- interest in the performing arts and/or arts administration and its related fields
- reliable, flexible, outgoing, patient, enthusiastic, professional
- ability to take initiative and work independently

TO APPLY:

If interested, please email dance@fas.harvard.edu no later than Thursday, January 12 for consideration.

COMPENSATION:

Free registration for Dance Center spring term non-credit classes.

1 free class registration (value of \$70)=publicity help for 6 weeks during the term (twice a week)

2 free class registrations (value of \$90)=publicity help for 8 weeks during the term (twice a week)