



DANCE COUNCIL
OF NORTH TEXAS

Promoting & Supporting Dance
in North Texas

2011 Events Coordinator & Grant Assistant Position

Sponsored by ExxonMobil Community Summer Jobs Program

Job Description:

Dance Council of North Texas (DCNT) seeks an intern to work as an Events Coordinator & Grant Assistant during Summer 2011. Under the supervision of Executive Director, the summer intern will focus on the grant application process & production of the following Programs: CenterStage, National Tap Celebration, Taste Dance: Addison Style!, Adaptive Dance program and DCNT Honors.



top and this photo: Sharen Bradford

Dates:

June 6 – July 29

Hours: 35 hours per week,

9:30 AM to 5:00 PM M-F including performances

Salary: \$2,800

Qualifications:

- Must have completed freshman year of college
- Returning as a full-time student in Fall 2011
- Passion and experience in dance
- Willingness, creative, self-motivated, articulate worker
- Excellent writing & computer skills-graphics a plus

Deadline: March 29, 2011

Founded in 1973, Dance Council of North Texas is a service organization that supports and promotes all aspects of dance. Reaching beyond the confines of the studio to the community, DCNT provides artistic, educational and cultural opportunities to 30,000 people per year. Based in Dallas at the Sammons Center for the Arts, DCNT's programs increase awareness, provide accessibility, foster dance education, communicate information and provide avenues to enjoy, observe and participate in dance.

Internship made possible by the ExxonMobil Community Summer Jobs Program

To Apply:

Send cover letter & resume along with brief writing sample to director@thedancecouncil.org or mail to Executive Director Pam Deslorieux, Dance Council of North Texas, 3630 Harry Hines Blvd, Dallas TX 75219. Contact 214-219-2290 or visit our website at www.thedancecouncil.org.

Responsibilities:

- CenterStage is a weekly broadcast email dance calendar featuring performances, job postings, master classes, seminars, workshops and announcements transmitted to over 1800 individuals. The intern will learn to format and assist with producing CenterStage on PatronMail. This e-calendar is sent weekly on Wednesdays.
- In recognition of National Tap Dance Day, Dance Council and Dallas Summer Musical team up to present a spectacular pre-show, kicking off five evening performances before a Broadway hit show, June 21- 25 at The Music Hall in Fair Park at 7:00 pm. The intern will create the program /playbill and T-shirt design, coordinate with advertisers, maintain data bases, assist with all aspects of production and stage manage each show.
- The Adaptive Dance Program, an innovative outreach series of the Dance Council of North Texas, is the primary resource for Adaptive Dance in the North Texas area, serving children, adults and senior citizens in hospitals, outpatient and senior citizen facilities. An annual summer teacher development workshop provides training for dance and school educators, dance, movement, occupational, physical & speech therapists and child life specialists. The intern will write a grant application for this program with the guidance of the Executive Director.
- Dance Council Honors – This event is designed to kick off the Fall Dance Season with select performances and recognition of outstanding leadership and achievement of local dance professionals and enthusiasts. The intern will assist with the grant writing for this event, plan the production of Honors with artists and technical staff, write copy for press release/website, support fund-raising efforts, maintain ticket sale database and coordinate direct mailings.