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**OFFICE INTERN POSITION**

DESCRIPTION & REQUIREMENTS

**JOB TITLE**

College Credit Office Intern

**COMPANY/ORGANIZATION**

Giordano Dance Chicago

**MAJOR DUTIES AND RESPONSIBILITIES**

Responsibilities involve general office work including data entry, word processing, filing, phone and written communications, archive organization, marketing through social media and working at events.

**BASIC JOB DESCRIPTION**

This college credit position entails inputting and managing data on Salesforce, assisting in the dissemination of marketing communications through social media, filing, organizing archives, preparing material for meetings, events and performances, and occasionally working at events as needed. This college credit internship is unpaid.

**JOB QUALIFICATIONS - EDUCATION**

The candidate should be a college student majoring in Marketing, Communications, the Performing or Fine Arts, Arts Administration, Public Relations, Public Policy, Business with an interest in Non-Profits, or related fields.

**JOB QUALIFICATIONS - EXPERIENCE**

The ideal candidate is detail oriented, flexible and willing to adapt to a dynamic office environment. Solid computer skills including Word, PowerPoint, Outlook and Excel are required and familiarity with Salesforce or similar CRM is preferred. Graphic design or marketing experience is a plus! Multitasking with an ability to shift focus and apply creative problem solving skills are essential. Candidate should also possess excellent verbal and written communication skills and be able to represent Giordano Dance Chicago in a positive manner both inside and outside of the office.

**KEY COMPETENCIES**

Computer skills

Organization skills

Communication skills

**KEY CHARACTERISTICS**

Appreciation for the performing arts

Flexibility

Sense of creativity

**TIME FRAME**

A minimum of one full semester and/or summer is required. Internship begins as soon as possible.

**ORGANIZATION DESCRIPTION**

Giordano Dance Chicago (GDC) is America’s original jazz dance company, captivating audiences worldwide with dynamic performances and the diversity and wide appeal of its repertoire. The mission of Giordano Dance Chicago, now in its 55th season, is to create and present new and innovative jazz dance choreography, often redefining and expanding the very definition of jazz dance, and to bring this invaluable American art form to audiences and students of all age and from all ethnic backgrounds. Whether on the stage or in the classroom, we strive to enrich lives through dance. Known for its high-energy, high-impact artistry, GDC continually receives critical and audience acclaim worldwide.

**CONTACT**

Kate Robinson | Office Manager
GIORDANO DANCE CHICAGO

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“More stunning than ever” – Hedy Weiss, Chicago Sun-Times