

Marketing/ Development Associate: REBECCA KELLY BALLET

Position available for January –June 5

Located in SoHo, NYC and upstate NY – Manhattan based, RKB seeks highly motivated college graduate or dance professional with interest in the arts management, arts administration. The internship will provide practical experience and an opportunity for the individual who desires experience in an arts-related business. Work closely with the Artistic and Executive Directors in SoHo studio/ office/ loft of Rebecca Kelly Ballet on Broadway/ Prince St in SoHo.

Job Description: Associate will gain experience in a variety of projects in support of the Marketing and Development projects of Rebecca Kelly Ballet (Appleby Foundation, Inc) **Marketing activities** fall in two key areas, 1) leading up to the company's NYC performances, which include press and promotion, all details of organizing of special events, audience development, rehearsal and theater schedule coordination, and administrative tasks, 2) details in connection with a Main Street Revitalization project, the re-use of a former Masons' building into a community and cultural center in rural upstate NY.

Development projects include an annual fund drive, the development and maintenance of a Gala Committee to support the RKB performances, contact with a Steering Committee and a capital campaign in connection with the upstate community development project, assisting with grant proposals, working on individual giving campaigns, and special fundraising events. The candidate will use computer skills, handle telephone inquiries, budget preparation, and interact with RKB dancers, the Board of Directors, Capital Campaign Steering Committee, press, volunteers.

Qualifications: Candidate must have strong skills in most/all of the following areas: 1) exceptionally phone-friendly, stating message and ideas clearly; 2) advanced computer and internet skills, 3) creative planning, 4) excellent people and networking skills, 5) neatness and reliable working habits, 6) good writing and flawless proof-reading skills.

In addition, candidate must be well-organized, focused, articulate, confident, able to handle several projects through to completion at once, is a self starter, can work independently and accurately, do research and bring ideas before a group, knows when/ why to ask questions, a creative thinker, enjoys the unpredictability and challenge of the performing arts business.

Scheduling is flexible and project based, for two half-days per week, within business hours (8 hours). Rebecca Kelly Ballet is a no-smoking facility, and a 4-flight walk up.

Send a brief cover letter stating why this internship would benefit you, and one-page resume to Craig Brashear, Executive Director, Email: RKBallet1@aol.com

Candidates should be acquainted with RKB through three website portals:

www.RebeccaKellyBallet.com www.TahawusLodgeCenter.org www.Kidsco-Motion.com

Phone: 212-431-8489, between 1-6pm, weekdays.

Rebecca Kelly Ballet
579 Broadway, 4B
New York, NY 10012

- 1) hcespo@barnard.edu.
- 2) Teachers College
- 3) DanceNYC

Detailed instructions on how to post a part-time, or interim position are coming soon. If you need more immediate assistance, please contact Human Resources at hr@tc.columbia.edu. To post a part-time, or interim employee position at Teachers College, send an e-mail to Human Resources (hr@tc.columbia.edu) with:

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INSTRUCTOR – EARLY CHILDHOOD CREATIVE MOVEMENT:

KIDS CO-MOTION provides a unique and dynamic creative movement program for young children. Emphasis is on whole child development in this social context as well as building movement vocabulary. Founded in 1993, KCM is currently taught in 6 pre-school and nursery schools throughout Manhattan and Brooklyn, and at Rebecca Kelly Ballet studio.

SoHo – based, Kids Co-Motion seeks a highly motivated teacher, who might be a graduate student, or dance/ theatre professional, with interest in early childhood education. Training is provided through a combination of training and consultation to prepare instructor to teach KCM syllabus and methods, in pre-schools working with ages 2-4 and 3-5 years. This is a practical experience and opportunity for the individual who considers a career in early childhood education, or who wishes to supplement a performing arts career with teaching. Work closely with the Co-directors in SoHo studio of on Broadway/ Prince Street in SoHo, and at sites where Kids Co-Motion is implemented including community centers, special education facilities and pre-schools.

JOB DESCRIPTION: 2-3 half days per week, weekdays: generally morning programs are between 9:30-12:30, and after-school classes 3-6pm. Opening for a 6-8 week summer program; 12-week fall winter and 17- week spring/summer semesters. Classes are either 30 or 45 minutes.

Immediate training March/April for PAID POSITION BEGINNING SUMMER 2008 and through fall 2008-09 semesters.

QUALIFICATIONS:

Mature, English as first language, highly motivated individual who is punctual, organized, calm, articulate, vivacious, athletic, sense of humor. Dance background, and who likes to sing, possessing strong leadership qualities. Experience with children required.

RESPONSIBILITIES:

Assist/train with Directors and other KCM teachers (at various KCM locations). Must learn KCM repertory and songs, class format and philosophy. Then assigned to teach own classes, including special needs class, Mommy and Me, ages 2-4yrs, or and Creative Movement, ages 3's, 4's in "drop off" classes.

SALARY/ HOURS: *Training Weekday mornings 10-12, or afternoons 3-5pm* Flexible choice of hours; no fee during training period. Followed by 6 classes of assist teaching for modest fee, and evaluation/ feedback for placement. \$25-\$30 per class/hr for first-year teachers, 2-6 classes per week.

CONTACT: Craig Brashear or Rebecca Kelly, 212-431-8489 between 1-6pm, weekdays

Fax 212- 226-5738 **E-mail:** cdBrashear@AOL.com

Resume / letter of interest: Send one-page resume and cover letter stating why this opportunity would benefit you.

Candidates should be acquainted with the website. www.Kidsco-Motion.com, and Visit Teacher section.

KCM is a no-smoking facility.

posted 2/18/08