



## ARTS INSTRUCTOR

Dance 411 Foundation is currently seeking HIGHLY QUALIFIED teachers for the 2012-2013 school year in the following fields: Dance, Drama, and Music

Music , Dance, & Drama Teachers: We are looking for dance and drama teachers with a diversified, and experienced background, willing and able to teach children the technical and historical information with regards to dance music and/or drama (dependent upon which position you are applying for).All candidates must be able to travel to different locations.

Work Hours are mostly Mon-Fri 3:30pm-6:30pm. Sat 9-1 Secondary schedules include Mon-Fri 10-3 Sun. Hours and days are flexible. Be prepared to commit for a min 16 weeks

Requirements:

MUST be able to pass a criminal background check

MUST HAVE A MINIMUM 2 YEARS Experience working with children in the arts

MUST BE able to teach large groups.

MUST have RELIABLE transportation .

MUST be Flexible and Professional.

Please send resume, cover letter and schedule of availability to [info@dance411foundation.org](mailto:info@dance411foundation.org)

Serious Inquires only Emails ONLY



## **OUTREACH COORDINATOR**

Dance 411 Foundation is currently seeking HIGHLY QUALIFIED Outreach coordinators the 2012-2013 school year. Candidates must have a great personality, flexible and self-motivating. This position is a telework position

### **Outreach Program Coordinator Duties Include**

Responsible for presenting outreach program to educational institutions, community programs, churches, and homeowner associations in the metro Atlanta area.

Responsible for making outbound calls to potential schools, setting appointments and building an ongoing relationship with educational institutions, community programs, churches, and homeowner associations.

Soliciting feedback and getting documentation from schools regarding program

Being a liaison between local outreach schools/programs and Dance 411 Foundation

Attending networking events, school workshops, after school activities, and performances by our professional touring company

### *Requirements:*

MUST be able to pass a criminal background check

MUST HAVE A MINIMUM 2 YEARS Experience working in sales and/or marketing

MUST be familiar with arts education

MUST have RELIABLE transportation.

MUST be Flexible and Professional.

MUST have computer that can be used for work with internet access

Please send resume, cover letter and schedule of availability to [info@dance411foundation.org](mailto:info@dance411foundation.org)

Serious Inquires only Emails ONLY



## **INTERNSHIP OPPORTUNITIES**

Get hands-on experience with the staff and faculty at Dance 411 Studios and Dance 411 Foundation, two nationally recognized community organizations. Dance 411 Studios is a young, energetic studio offering the highest quality of dance education for ages 4 – adults! This is a rare opportunity to sample the real world of dance. We offer Project based internships for interns that are not enrolled in school and would like to gain experience. We offer full internships for college students to receive credit towards their degree.

Interns/ Volunteers will participate in a semester long project( 2-4 month) project based program that will allow them to gain experience of a campaign from start to finish. We are seeking individuals for campaigns which will use the following skills:

Marketing, Public Relations, Direct Mail, Event Planning, Fundraising, Social Media, Community Relations

If you are mature, detail-oriented, technologically savvy, and independent, we would love to speak with you about how you can assist with short-term, high-impact volunteer and internship opportunities! Full Internships Available

### **Internship Goals:**

To learn how an organization functions in all the areas (marketing, service, instruction, etc.)

To broaden the scope of career opportunities in the arts .

To further the technical skills of aspiring professional artists.

### **Internship Incentives**

Unlimited FREE classes

Free Yearly VIP Membership to Atlanta ArtSpace

Do Good Get Rewards Points

Program Certification

Personalized Evaluation

a Performance Based Letter of Recommendation

School Credit



## **Intern Positions**

### **Public Relations Internship**

- initiating and planning PR campaigns  
writing and editing press releases, in-house newsletters, speeches, articles and annual reports;
- using corporate advertising to maintain an organization's identity, name and reputation;
- preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programs;
- answering enquiries from individuals, journalists and other organizations;
- speaking in public at presentations, press conferences, radio and TV interviews, and meetings;
- developing and maintaining good working relations with the media, including local and national newspapers, magazines, radio and television;
- organizing special events, such as press conferences, exhibitions, open days, tours, competitions and sponsorship;
- fostering community relations through events such as open days and through involvement in community initiatives.

### **Marketing and Sales Internship**

- researching marketing trends for all PR clientele industries, and some PR specific events as well--i.e. fundraisers concerts performances
- marketing assignments including sponsorship packages, internet marketing and provide supplemental support at local client events.
- work directly with marketing manager and program coordinator, publicists, research, event and administration assistants
- Sales; Inside and outside, telemarketing, business to business, direct mail

### **Executive Assistant- (WORK EXPERIENCE REQUIRED)**



- Works directly with Director on all projects as needed, which includes, but is not limited to: answering/follow up phone calls, emails, sending
- Faxes, tracking press clippings and event support.
- Follow up with important community contacts including sponsors, parents, media, and business owners Assist with organization of new programs
- Will get experience in grant writing, fundraising, marketing , finance, managing employees
- Will work directly with Director, business manager, research, marketing, public relations and admin assistants.

### **Application Process**

Interns and Volunteers are accepted year round based on availability. Aug , January and June are ideal times to begin your internship

Submit a letter of interest, 3 references and resume detailing both arts and work experience by fax to us @ 678-302-9705. For further information please email [info@dance411foundation.org](mailto:info@dance411foundation.org).

Dance 411 Foundation  
475 Moreland Ave SE  
Atlanta, GA 30316  
404.622.4110

### **Requirements :**

Adults (age 17 and older) who are pursuing careers in the arts in college, post college or are hoping to make a career transition to the field of dance, music acting or business or marketing administration.

Must have good knowledge of Microsoft Word and Excel spreadsheet; experience in customer relations is advantageous.

Be ready to work hard, have an open mind, and be flexible within a constantly changing environment.

Be willing to work at least 15-20 hrs per week

### **RULES AND EXPECTATIONS:**

- Professionalism

Dance 411 Foundation , Inc  
Georgia 501(c) (3) Tax Exempt Corporation  
[Info@Dance411Foundation.org](mailto:Info@Dance411Foundation.org)



- Timeliness
- You will be expected to assist with the cleaning of the studio
- Daily Studio To Do
- Staying informed: reviewing newsletters, websites regularly.
- Excellent customer service to all students & staff