



Urban Bush Women Seeks Office Management Interns!



UBW 2012 Summer Leadership Institute Interns

Office Management Interns learn about and assist with managing and working in an office environment, related to the non-profit and arts sectors. Interns are encouraged to develop their own passion-project within the internship area and can gain support and assistance from UBW staff.

Responsibilities include, but are not limited to the following:

- Managing the company's general email address
- Maintaining office calendar, office supplies and office appearance
- Maintaining database and files
- Tracking phone communications

Urban Bush Women's mission is to create dance and to create community. Founded in 1984 by choreographer Jawole Willa Jo Zollar, Urban Bush Women (UBW) seeks to bring the untold and under-told histories and stories of disenfranchised people to light through dance. We do this from a woman-centered perspective and as members of the African Diaspora community in order to create a more equitable balance of power in the dance world and beyond.

We do this by facilitating the use of art as a means of addressing issues of social justice and encouraging civic engagement. Based in Brooklyn, we aspire to ensure continuity by strengthening and expanding our international community via ongoing professional education, development of new audiences, nurturing young talent and presenting bold, life-affirming dance works in a variety of settings including at our annual Summer Leadership Institute.

UBW internships require a minimum 3 month commitment to ensure that the intern has time to develop professional skills and see projects to fruition. Internships are part-time and unpaid, but we want to offer real-world training, connections within our field and detailed reporting to educational institutions (including course credit when applicable). If you are interested in interning with us please send a cover letter explaining your experience and goals in this area and your resume to Lai-Lin Robinson at lrobinson@urbanbushwomen.org.