

BALLET 5:8

Arts Administrator Internship

Positions available on an ongoing basis

Ballet 5:8 Studios, 11545 W 183rd Pl Ste 101 Orland Park, IL 60467

Description of the Organization

Ballet 5:8 is a female and minority-led premiere ballet company recognized for remarkable artistic excellence, innovation and beauty. Mexican American Artistic Director, Julianna Rubio Slager, creates original and dynamic ballet experiences drawing from life, faith, current events and diverse perspectives that tell relevant stories of the 21st century. Rubio Slager brings to life ballets that are relatable and accessible to all people, delighting both the seasoned balletomane and the first-time audience.

Since its founding in 2012, Ballet 5:8 has presented more than 45 critically acclaimed ballets forging a robust repertoire, engaging and captivating communities in Chicago, the Midwest and across the nation. Headquartered in Orland Park, IL, Ballet 5:8 is the only performing arts company in Chicago's South Suburbs serving more than 400 students a year as a cultural staple in the community. The School also has a Beverly Campus on Chicago's South Side raising up the next generation of aspiring artists.

Description of the Position

The Ballet 5:8 Arts Administrator internship is an opportunity for students majoring in arts management, nonprofit management, communications, business, dance, or related fields to gain insight and practical experience in the many administrative aspects of a multifaceted professional dance and ministry organization. Ballet 5:8's operations are managed by a small team of active, multi-skilled individuals who work across many disciplines. The Arts Administrator works from Ballet 5:8's main reception desk or admin office. This position includes opportunities to learn through hands-on experience in customer relations and communication, general administration, data management, payment processing, retail, event planning, and marketing.

Qualifications

- Have at least two years of college or job experience
- Eager to learn new systems
- A team player mentality
- Ready to take on a myriad of jobs that support the ongoing projects at Ballet 5:8
- Strong written and oral communication skills
- Proficient in Google Drive, including Docs and Sheets
- Familiarity with online search tools and other computer skills
- Creative problem solving
- Strong organization and attention to detail
- Enthusiasm, flexibility, a high level of professionalism, humor, and a love for the arts

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Additional Qualifications that are Beneficial

- Knowledge of relevant social media tools and platforms including Facebook, Instagram, Tiktok, etc.
- Dance and/or performing arts industry experience.

Time Commitment, Compensation and College Credit

The internship is an unpaid position that can be used for college credit when applicable. The time commitment can range from 15-35 hours per week depending on the needs and availability of the Intern and is negotiated during the second round interview process. The summer season ranges from June-August; interns are required to work for a minimum of six weeks at any time.

Benefits

Students who successfully complete the internship may request one or more letters of recommendation from their Ballet 5:8 supervisor and may use their supervisor as a reference on future college and job applications.

If interested, approved interns will also have the opportunity to participate in ballet and other classes as their internship schedule allows.

Application

To apply, submit the following by email to Operations Director, Lauren Diaz, at internships@ballet58.org:

- Cover letter introducing yourself, explaining why you're interested in interning with Ballet 5:8, and what you hope to gain from it
- Current resume
- Two references from a professor, employer, or a direct supervisor
- Any specific information pertaining to how this internship may be used for college credit, including any requirements set forth by the college/university