

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

In 2012, Julianna Rubio Slager and Amy Kozol Sanderson founded Ballet 5:8. As leading companies cycled through the same classic works, they saw this beautiful art form becoming stagnant and in danger of missing the next generation. They founded Ballet 5:8 to tell stories of the 21st century while retaining the classic beauty of ballet.

For Ballet 5:8, faith is an important aspect of meaningful storytelling. Drawing from inspiration from Christian belief, each Ballet 5:8 performance wrestles with themes that portray both the darkness and hope of life in the modern context.

The School of Ballet 5:8 extends the company's mission to over 400 students each year at campuses in Orland Park and Chicago (Beverly), IL, as well as Valparaiso, IN. The school includes a nationally-recognized classical ballet training program, a range of recreational dance classes for all ages and levels of ability. Ballet 5:8 is passionate about body-positive, kind, scientific training that benefits the individual dancer. It is our honor to invest in our local communities through accessible, high-quality dance education.

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 during summer programs and intensives. 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 Interim Executive 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