

INTERN-EDUCATION ADMINISTRATION

Position Summary

Milwaukee Ballet is home to a professional dance Company, Second Company, and nationally accredited School & Academy. The organization's mission is to transform lives and connect communities through inspiring performance, community engagement, education, and training.

The Milwaukee Ballet School & Academy (MBSA) and Community Engagement (CE) departments are seeking an intern for the summer semester to support the education teams while receiving hands-on workplace experience that correlates to the intern's education program and/or coursework. The School & Academy administrative team supports parents, instructors, and over 600 students across three branch locations in their dance education as well as coordinates all classes, performances, and school events. The Community Engagement department promotes confidence and creativity through accessible programs that strive to break down traditional barriers so more people can share in the power of dance.

This is an unpaid, part-time seasonal internship position. Hours are flexible based on availability and class schedules, with an anticipated 10-20 hours per week in-person at Milwaukee Ballet's downtown offices. Candidates must be eligible to receive academic college credit.

Intern Responsibilities

- Assist the MBSA Administrative team and Community Engagement team in the organization, preparation, and execution of Milwaukee Ballet's summer programming.
- Conduct research into marketing opportunities relevant to Milwaukee Ballet's school and adult class offerings.
- Provide copyediting and proofreading support across a variety of documents.
- Assist with reports and analysis pertaining to attendance, financial aid, enrollment, and billing.
- Assist with data tracking and maintenance.
- Help with day-to-day tasks such as copying, assembling materials, and mailings.
- Process and coordinate retail orders for MBSA apparel and merchandise.
- Assist with CE program uniform orders and inventory.
- Participate in and help facilitate professional development and faculty meetings on school policies, procedures, and initiatives.
- Assist with Summer Intensive execution, including attendance collection, data entry, housing coordination, and scheduling.
- Provide event support and help facilitate school showcases, student cast productions, functions, Summer Intensive and summer camps.
- Act as a professional and knowledgeable ambassador for Milwaukee Ballet and MBSA at public facing events including tabling events, community and/or school events, and performances (complimentary tickets provided).
- Other duties as assigned.

Qualifications

- Currently pursuing a degree with an interest in dance, arts administration, and/or community engagement, with an anticipated graduation date of May 2025 or later.
- Strong work ethic and interpersonal skills.

- Knowledge of Microsoft Office products including Word and Excel.
- Skilled in writing, proofreading, and copyediting.
- Familiarity with ballet/dance and dance education or programming.
- Bilingual in English and Spanish is an advantage.
- Works well with children.
- May be required to work some nights and weekends, specifically during performances, programs, or events.

All qualified candidates must be 18 years or older and pass an extensive background check.

Required Values & Qualities

- **Organized & Detail-Oriented:** Able to manage multiple projects and deadlines, and multi-task efficiently.
- **Reliable & Accountable:** Can be counted on to follow through on projects and responsibilities.
- **Positive Attitude:** Works well with others and responds with positivity to support colleagues.
- **Professional Demeanor:** Comfortable working in an office environment and professionally representing Milwaukee Ballet.
- **Excellent Communication:** Can communicate effectively with colleagues, vendors, board, students, parents and patrons.

About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply

- Submit a cover letter and resume via our Application Portal.
- Successful applicants will be subject to a background check.