

## INTERN-SCHOOL 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) is seeking an intern for the spring semester to support the team while receiving hands-on workplace experience that correlates to the intern's education program and/or coursework. The School & Academy provides year-round dance instruction to over 600 students across three branch locations. The School & Academy administrative team helps to support our students, parents, and instructors in their dance education and coordinates all classes, performances, and school events.

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

- Process and coordinate retail orders for school apparel, merchandise, and program messages.
- Assist with in-person auditions for the Milwaukee Ballet Summer Intensive, student cast productions, and school programs.
- Participate in and help facilitate professional development and staff meetings on school policies, procedures, and initiatives.
- Assist with Summer Intensive coordination, including communication regarding audition results and offers, and facilitate and coordinate housing waivers, reservations, and scheduling.
- Help supervise student cast costume fittings.
- Assist with reports and analysis pertaining to attendance, financial aid, enrollment, and billing.
- Attend Milwaukee Ballet performances (complimentary tickets provided) and be an ambassador for Milwaukee Ballet and MBSA at community and/or school events, performances, and functions.
- Help facilitate and support School showcases, student cast productions, functions, and MBSA Night at the Ballet events.

### Qualifications

- Currently pursuing a degree in Arts Administration or Dance, with an anticipated graduation date of May 2024 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.
- 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.