



Ronald K. Brown/EVIDENCE

Founded by Ronald K. Brown in 1985 and based in Brooklyn, New York, EVIDENCE, A Dance Company focuses on the seamless integration of traditional African dance with contemporary choreography and spoken word. Through its work, EVIDENCE provides a unique view of human struggles, tragedies, and triumphs. Brown uses movement to reinforce the importance of community in African American culture, and to acquaint audiences with the beauty of traditional African forms and rhythms. He is an advocate for the growth of the African American dance community and is instrumental in encouraging young dancers to choreograph and to develop careers in dance.

EVIDENCE operates with a small but dedicated and inspired team of four. It has two artistic directors and two operational managers. Interns will be supervised by both sets of teams depending on the project or job. The company seeks to offer a paid internship to an individual(s) with the following qualifications and skills to support its administrative, archival, and educational activities and responsibilities.

- Excellent writing and verbal communication skills
- A great organizer (experience with scheduling a plus!)
- Professionalism with an emphasis on the 3 C's: Courtesy, Confidentiality, Care
- Proficient in Microsoft Office Suite (Word, Excel)

Intern Job Responsibilities:

Summer Workshop Support

- Intern will work both remotely and onsite with EVIDENCE staff to supply marketing, registration, and on-site administrative support for EVIDENCE's annual workshop which takes place from August 8-20, 2022, at RestorationART & The Billie Holiday Theatre (1368 Fulton St, Brooklyn, NY 11216).

Archival Support

- Intern will work both remotely and on-site in EVIDENCE offices to help catalogue and organize hard copy archives in addition to supporting, researching, cataloging, and converting VHS tapes to digital format.

Education Materials Support

- Intern will help review, catalogue and update EVIDENCE educational materials and provide suggestions and research for updating and expanding EVIDENCE education and context materials to augment its performances and workshops.



General Administrative Support

- Intern will have general administrative duties related to a dance company's fundraising, touring, and company management to gain experience in those areas.
- Intern will have the opportunity to speak with and learn from seasoned professionals in performing arts presenting and dance company administration.

Work Hours

- The work hours are flexible and hybrid; with some work done remotely and some occurring in our Brooklyn offices/spaces. Interns supporting the summer workshop will be expected to be onsite for full days and some evenings for the workshop hours August 8-20.
 - Rate is \$15 per hour (maximum of 200 hours)
 - When the work schedule allows, the intern may be able to participate in company dance class!

Education, Experience

- Ideal applicant is a student enrolled or recent graduate of a college degree granting program, an advanced high school senior, or other adult with equivalent and internship-related experiences.
- Knowledge of the dance industry and experience is preferred.

Please send your résumé and cover letter of interest to info@evidencedance.com by May 16, 2022.