KU Dance Artist Liaison Internship 2016-2017

Artist Liaison Interns support the administrative staff in management of guest artist residencies and are responsible for a wide variety of logistics associated with artist travel, housing, rehearsals, transportation and production support. Candidates must be an enrolled student at the University of Kansas and demonstrate a genuine interest in liaising with artists. They should be detail-oriented, organized, and efficient at multi-tasking and possess excellent customer service skills. They must be able to work flexible hours. A successful candidate must be able to do all of this while maintaining a positive attitude and a sense of humor.

Duties include:
- Collaborate with administrative associate on creating the itinerary for the guest artist residency.
- Pick up and drop off keys to the KU Housing offices.
- Maintain effective communications between guest artists and department staff.
- Meet guest artists at housing to hand off keys.
- Transport guest artists to grocery store when necessary.
- Accompany guest artist to first few activities and arrange for transportation to and from rehearsals and classes.
- Facilitate meetings with lighting and costume designers; obtain any props necessary for rehearsal/performance; communicate with technical staff regarding needs for performance.
- Determine maintenance rehearsal schedule with artist and dancers.
- Video rehearsals and communicate with guest artist about notes for dancers throughout the rehearsal process using Vimeo, Dropbox, or some other form of file sharing.

Interns will receive a $600 award and valuable on-the-job training and mentoring for a career in the arts.

Interested applicants should send a current resume and cover letter addressing why you are interested in this internship and any additional special skills relating to the internship to pbaudino@ku.edu by May 6th, 2016.

Interns work directly with Choreographic Fellowship winners and Guest Artists in Residence at the Department of Dance, gaining valuable experience for a career in the arts!

Questions? Want more information? Email Trish Baudino Cecil at pbaudino@ku.edu or stop by the dance office (251 Robinson) during open hours.

Apply Today!