



400 Harvard Street  
Cambridge, MA 02138

### **Jose Mateo Ballet Theatre**

In 1986, Jose Mateo founded José Mateo Ballet Theatre (JMBT) on the principle that access to dance could transform lives. Since then, JMBT has forged a new model for a ballet organization through innovative programming, artistic excellence, and extensive community outreach.

JMBT believes that the educational, health, community building, and cultural value of ballet can be shared and enjoyed by everyone, benefiting constituents regardless of age, body type, or background—economic or cultural. This belief drives our work, which consists of three interconnected programmatic areas: Performance including our yearly production of *The Nutcracker*, Education and Training, and *Dance for World Community*.

### **Internship: School Programs**

Interns at JMBT gain a general understanding of arts management and the operations of non-profit organizations as well as how school programming plays an important role in the success of our non-profit organization.

School Programming responsibilities include:

- General reception desk duties, including assisting students, parents, faculty, and renters as needed
- Assisting with scheduling of all studio programs, including Young Dancers Program, Adult classes, Teen classes, YouthWorks, and more
- Assisting with planning of school activities and other programs, including *The Nutcracker*, Open Houses, Spring Repertory Concerts, YouthWorks, Year End Demonstrations, and more
- Responding to inquiries of new and existing students, especially phone calls
- Assisting in registration, trial and placement classes of new students
- Database maintenance
- Organization and care of studio facilities
- On-site support for events
- Other duties as needed

Qualifications:

- Proficient in Microsoft Office and Google Workspace
- Exceptional writing and proofreading skills
- Experience with MindBody, Constant Contact, and Canva
- Exceptionally well organized with the ability to multitask
- Excellent communication and customer service skills with parents, students, children, and faculty
- Comfortable talking on the phone
- Background in dance is preferable

Internships require 10-20 hours/week. Although internships are unpaid, participants are welcome to take ballet classes at JMBT studios free of charge.

**To apply submit a brief cover letter and resume to:**

Emily Slevin  
School Programs Manager  
eslevin@ballettheatre.org