

## SUMMER 2025 NDEO REMOTE CONFERENCE INTERN

Internship Dates: June 16, 2025 - October 7, 2025 (16 weeks)

Application Deadline: March 20, 2025

Compensation: \$15/hr

Hours: 15-20 hours a week

### Notes on dates and work schedule:

- This internship includes the opportunity to attend and work the in-person NDEO National Conference in Detroit, MI (10/3/25 - 10/6/25). NDEO's Conference Director will officially extend the invitation to the conference in July based on a review of the intern's first month of work.
- Work schedule will be set between intern and NDEO staff manager and must include: Thursdays 11 am - 12 pm ET weekly and Wednesdays 11:30 am - 1 pm ET as needed. Work hours must fall between 9:30 am and 5:30 pm ET, Monday - Thursday.
- If the internship candidate is enrolled in an academic program or is beginning a job that necessitates a shift in work hours in the Fall, the candidate should disclose that in their application, and, if selected, NDEO will work with the candidate to accommodate in a way that still fulfills the needs of the internship.

**The National Dance Education Organization (NDEO) a highly motivated intern to work with staff on producing the NDEO 2025 National Conference.** This internship will provide the opportunity to gain hands-on experience in creating materials for a professional conference while supporting the NDEO staff in executing our National Conference. The ideal candidate will have a strong interest in producing professional conferences, excellent communication, organizational, and customer service skills, and be willing to learn and take on new challenges. This position will involve significant email communication directly with NDEO presenters and Board members.

The Remote Conference Intern will work closely with NDEO's Conference team on a variety of projects to support the 2025 NDEO Conference. The intern will work on producing the PDF of the Conference Program Book—collecting, copy editing, and organizing presenter and conference content for publication. They will communicate directly with conference presenters, Board Members, and other key conference personnel throughout the course of the project, so must be comfortable with professional email communications. In addition to producing the Conference Program Book, the intern will assist in regular customer service for conference registrants and presenters, answering the conference email inbox and processing conference registrations. The intern will also provide assistance with conference programming and may take on additional conference projects in alignment with their interest and skills such as: supporting the conference poster program and vendor program, uploading data into the conference app; designing conference merchandise; or assisting with special events at conference. **Video Project:** *For the 2025 internship, NDEO is looking for a candidate with video editing skills and experience creating videos for professional presentation and social media.*

The Remote Conference Intern will also attend weekly conference team meetings and be invited to sit in on several NDEO all staff meetings to gain a comprehensive understanding of the National Dance Education Organization and its impact on the field of dance education as a whole. There may also be opportunity for the Remote Conference Intern to work collaboratively with the Remote NHSDA Intern on shared projects.

This internship with the National Dance Education Organization is an ideal way to not only gain skills and experience in a nonprofit organization but will also allow you to be involved with the field of dance education at the top level. NDEO's National Conference draws hundreds of dance teachers across the

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country, and is the premiere professional development conference for dance educators in the United States.

The **National Dance Education Organization (NDEO)** is a non-profit, membership organization dedicated to advancing dance education for all. NDEO provides the dance artist, educator and administrator a network of resources and support, a base for advocacy and research, and access to professional development opportunities that focus on the importance of dance in the human experience. You will find NDEO members in a variety of environments including, but not limited to, dance studios, K-12 schools, colleges, performing arts organizations, and community centers.

## SKILLS AND QUALIFICATIONS

### Required Knowledge, Skills and/or Abilities

- Excellent verbal and written communication skills
- Ability to get up to speed quickly and work independently and proactively
- Ability to work autonomously and use critical thinking to problem solve
- Excellent time management skills
- Proficient in Google Drive, Zoom, Microsoft Office Suite
- Strong writing skills, copy editing experience, and excellent attention to detail

### Additional Knowledge, Skills and/or Abilities

We encourage applicants with experience in any of the following areas to apply:

- Experience with video editing software and creating social media videos
- Publishing experience and familiarity with publishing software (Adobe InDesign, Microsoft Publisher, etc.)
- Experience with and interest in merchandise design
- Familiarity with Canva and other design tools
- Experience with Formsite, Basecamp, or Slack

### Technical and Logistical Requirements

- Access to a personal computer and reliable internet access
- Ability to work the majority of hours Monday to Thursday between 9:30 am to 5:30 pm ET

## EDUCATION AND/OR EXPERIENCE

Preference will be given to junior or senior college students or recent graduates who have:

- Experience in and a passion for dance and dance education
- Experience in nonprofit arts administration
- Video editing skills and experience
- Availability to travel to work the in-person NDEO Conference in Detroit, MI (10/3-10/6)

## APPLICATION

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To apply, please complete the online application by March 20, 2025. You will need to submit the following:

- Resume
- Cover letter stating why are you interested in this position and what in your background makes you a good candidate for the position
- *Optional:*
  - If you have video editing and production experience, upload your portfolio or include a link to your website showcasing video editing skills.
  - If you have design experience and would be interested in designing conference merchandise as part of your internship, upload a few examples of your relevant design work.
- Application: <https://fs16.formsite.com/ndeofoms/Summer2025Interns/index>

All applicants must be U.S citizens and at least 18 years of age. We will consider applicants regardless of where they reside, but preference will be given to those who currently live in the following states: DC, DE, GA, MD, MI, NC, NJ, NY, PA, UT, and VA.

Please email any questions to Betsy Loikow at [bloikow@ndeo.org](mailto:bloikow@ndeo.org).