

SUMMER 2026 NDEO REMOTE CONFERENCE INTERN



Internship Dates: June 16, 2026 - September 21, 2026 (14 weeks)

Application Deadline: April 3, 2026

Compensation: \$4000 stipend (paid in four installments)

Hours: 15-20 hours a week

Notes on dates and work schedule:

- This internship includes the opportunity to extend the internship to attend and work the in-person NDEO National Conference in Albuquerque, NM (9/23/26 - 9/28/26). 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 EDT weekly and Wednesdays 11:30 am - 1 pm EDT as needed. Other work hours must fall between 9:30 am and 5:30 pm EDT, 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) is seeking a highly motivated intern to work with staff on producing the NDEO 2026 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 2026 NDEO Conference and Events. The intern will:

- **Produce 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.
- **Create content for the promotion and production of NDEO Conference**, such as social media content and design options for conference merchandise and printed materials.
- **Provide regular customer service** for conference registrants and presenters, answering the conference email inbox and processing conference registrations.
- **Assist 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.
- In addition to our in-person conference the conference intern will also have the opportunity to help support our summer **Virtual Summit**.

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 other NDEO interns on shared projects.

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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 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
- Familiarity with Canva and other design tools and experience creating promotional digital content

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
- Experience with and interest in merchandise design

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 EDT

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
- Marketing and design skills and experience
- Availability to travel to work the in-person NDEO Conference in Albuquerque, NM (9/23/26 - 9/28/26)

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APPLICATION

To apply, please complete the online application by April 3, 2026. 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
- If you have experience with marketing and design, please upload your portfolio or include a link to your website showcasing your relevant skills. Focus for this internship is on social media content, merchandise design, and signage.
- Application: <https://fs16.formsite.com/ndeofoms/kimbx7fe3a/index>

All applicants must be U.S citizens and at least 18 years of age.

Please email any questions to Betsy Loikow at bloikow@ndeo.org.