

NDEO Remote JoDE Academic Publishing Intern – Spring 2026

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.

Position Title: JoDE Intern

Starting Date: January 12, 2026

Ending Date: May 15, 2026

Location: Remote

Status: \$15 per hour

Length: 18 weeks at 5-7 hours a week, schedule to be set in consultation with the Editor-in-Chief and Sr. Associate Editors

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NDEO's *Journal of Dance Education (JoDE)* is seeking a highly motivated intern to join our team. As part of this administrative internship, the intern will spend their time working with *JoDE*'s Editor-in-Chief and Sr. Associate Editors on tasks related to the submission, peer review, and publication processes. The ideal candidate will have a strong interest in dance education research and scholarship and publishing as well as a dance and/or dance education background.

JoDE publishes original articles on topics related to the practical and theoretical aspects associated with dance education in order to examine and bring awareness to a diverse set of issues and practices related to dance teaching and learning. Topics within the journal include but are not limited to: training of dancers, curriculum, pedagogy, teaching methodology, best practices, standards, assessment, dance administration, collaboration, creativity, dance advocacy and social justice issues. Authors engage with a range of research approaches, from quantitative to qualitative. *JoDE* has an international reach and has published articles by a variety of international and US authors who have interesting research to share. Reading *JoDE* is an excellent way to stay abreast of dance education research and practice in the US and abroad.

As part of their work with the Editor-in-Chief and Sr. Associate Editors, the **JoDE Intern** will assist in preparing submissions for peer review and publication, assisting editors in updating *JoDE*'s communications (e.g., information on websites, guidelines, etc.), and contributing to the development of new policies and initiatives for *JoDE*.

Specific Responsibilities:

- Check-in meetings with the Editor-in Chief or Sr. Associate Editors once a week to plan weekly tasks

- Facilitate intake of submissions to *JoDE*, helping to make sure that manuscripts are ready for peer-review via the ScholarOne platform
- Participate in proofreading articles prior to publication
- Assist with updating guidelines, information on websites, and Calls for Papers.
- Provide feedback on *JoDE*'s infrastructure and practices
- Handle administrative tasks like communicating with submitting authors, updating webpages, helping to prepare eblasts, etc.

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
- Positive attitude and a team player
- Ability to work autonomously and use critical thinking to problem-solve
- Strong organizational skills
- Excellent time management skills
- Proficient in Google Drive, Zoom, Microsoft Office Suite

EDUCATION AND/OR EXPERIENCE

- Must be a graduate or undergraduate student enrolled in dance, dance education, or a related program.

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