

Remote NHSDA Internship

Internship Dates: June 16, 2025 - October 7, 2025

Application Deadline: March 20, 2025

Compensation: \$15/hour

Overview:

The National Dance Education Organization (NDEO) is seeking a highly motivated Remote Intern to support the National Honor Society for Dance Arts (NHSDA) program. This internship provides hands-on experience in arts administration, program development, and the opportunity to work on key initiatives in the field of dance education. The ideal candidate will have strong video editing skills, excellent communication abilities, organizational skills, and a strong interest in nonprofit administration.

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. The **National Honor Society for Dance Arts (NHSDA)** is a program within NDEO that recognizes outstanding dance students for their artistic merit, leadership, and academic achievement.

Position Responsibilities:

As part of the NHSDA team, you will work closely with the NHSDA Program Coordinator to:

- Assist in the expansion of the NHSDA Voices webinar series, which focuses on college and career paths in dance. This will include interviewing NDEO members and combining the interviews into a video that can be sent to NHSDA chapter sponsors and students.
- Update the NHSDA website with new content and ensure its accuracy.
- Create instructional documents, PowerPoints, and videos to assist NHSDA chapters.
- Conduct interviews with NHSDA Chapter Sponsors to gather insights and share best practices.
- Provide administrative support for various NHSDA-related activities.
- Participate in weekly check-in meetings with the NHSDA Program Coordinator to plan tasks and set priorities.
- Perform admin tasks, such as cleaning up NHSDA chapter accounts and contacting chapters who haven't inducted students recently to offer support.
- Collaborate with other NDEO staff/interns on Special Projects related to video editing and other projects as needed.

Additional Opportunities:

- Participate in NDEO staff Zoom meetings to gain a comprehensive understanding of the organization's impact on the dance education field.
- Gain exposure to nonprofit arts administration at a national level while contributing to the dance education community.

Skills and Qualifications:

- **Required Knowledge, Skills, and Abilities:**
 - Excellent verbal and written communication skills.
 - Strong organizational and time management skills.
 - Ability to work independently and proactively.
 - Proficient in Google Drive, Zoom, Microsoft Office Suite, and Canva.
 - Experience with video editing and website editing (Canva, basic web design).
 - Strong attention to detail and ability to handle administrative tasks efficiently.
 - Positive attitude, team player, and willingness to take on new challenges.
 - Ability to work independently, using critical thinking to solve problems.
- **Preferred Education and Experience:**
 - Junior or senior college students, or recent graduates.
 - Current or former members of an NHSDA chapter.
 - Experience in nonprofit administration.
 - Passion for dance and dance education.
 - Preference for candidates residing in NY, NC, MD, DC, MI, PA, NJ, UT, GA, DE, and VA.
- **Technical Requirements:**
 - Access to a computer with reliable internet.
 - Ability to work 15 hours per week between 9:30 am and 5:30 pm EST (schedule to be set in consultation with NHSDA Program Coordinator). (NDEO offices will be closed on Fridays from May 23rd to August 29, 2025)
 - Must be available for a weekly check-in meeting and occasional Wednesday afternoon meetings (11:30 am - 1 pm).

Compensation and Work Details:

- **Compensation:** \$15/hour
- **Internship Duration:** 16 weeks, from June 16, 2025, to October 7, 2025
- **Weekly Hours:** 15 hours per week (schedule to be arranged with the NHSDA Program Coordinator)
- **Work Environment:** Remote
- 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 conference in July based on a review of the intern's first month of work.

- 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.

Application Instructions:

To apply, please upload the following materials to the application form by March 20, 2025:

1. Resume
2. Cover letter stating your interest in the position and what makes you a strong candidate for this internship.
3. *OPTIONAL* - a portfolio highlighting your video editing skills

Submit your application [here](#). If you have any questions about this internship please contact Kari Schrade, NHSDA Program Coordinator at kschrade@ndeo.org.