

Become a part of our Dance Academy family!

We are looking for interns (m/f/d) for our dance school Dance Academy Productions/ our Dance Up Café in Greifswald and thus active support and motivated team members. (students: 1,5 months/ 3 months; pupils: 1 week/ 2 weeks)

You are imaginative, enthusiastic and you want to work in a young, forward-thinking startup company? Perfect - then take a look at our offers!

Our team is young, open-minded, curious and motivated. Everyone in our team comes from a different background and each of us has different work experiences but we all strive after the realisation of our vision to run the largest and most modern dance school in Mecklenburg-Vorpommern.

What we offer:

- **We will make sure that you will learn a lot and can gain lots of different experiences.**
- **We will let you work independently but we will never leave you alone.**
- **There exists no hierarchy in our team.**
- **Our dance school is barrier-free.**
- **As our dance school is open seven days a week, we can arrange your working hours flexibly and home office is possible upon consultation.**
- **We provide you with insights into varied fields of work activity.**
- **During your internship, we offer you 50% discount on all courses and coffee shop products.**
- **We are the youngest and coolest team you can find in Greifswald.**

For students:

section	PR & marketing
your profile	<ul style="list-style-type: none"> • You are a student at the University of Greifswald. • You are motivated to work in a young team. • You are a team player, well organised and reliable. • You are familiar with the common MS office systems. • You have an understanding of PR and brand communication and possibly some first work experiences. • Social media, especially Instagram und TikTok, are familiar to you. • You speak German on a native language level and you are able to master English in speech and writing. • Even with a handicap you are most welcome here! <p>You have nodded affirmatively in at least 5 answers? Then continue with your tasks here.</p>
tasks	<p>We will determine your exact activities together. Possible tasks will be:</p> <ul style="list-style-type: none"> • Analysis, planning and implementation of PR measures <ul style="list-style-type: none"> - writing of texts for our website, press releases - social media marketing <ul style="list-style-type: none"> ○ protection of personal data ○ analysis, planning and creation of social media content - internal communication

	<ul style="list-style-type: none"> • creation and implementation of an own project <ul style="list-style-type: none"> ○ promotional campaign ○ merchandise ○ own idea
division	Dance Academy office
person of contact	PR management, office info@danceacademy-productions.com

section	human resource management
your profile	<ul style="list-style-type: none"> • You are a student at the University of Greifswald. • You are motivated to work in a young team. • You are a team player, well organised and reliable. • You are familiar with the common MS office systems. • You are interested in looking behind the scenes of building up a start-up and gaining experience in managing a young company. • You got an understanding of management and economy. • You speak German on a native language level and you are able to master English in speech and writing. • Even with a handicap you are most welcome here! <p>You have nodded affirmatively in at least 5 answers? Then continue with your tasks here.</p>
tasks	<p>We will determine your exact activities together. Possible tasks will be:</p> <ul style="list-style-type: none"> • course planning • shift and work time planning • support of application processes at the DAP <ul style="list-style-type: none"> - job descriptions - legal framework conditions • own project <ul style="list-style-type: none"> - development of a workshop - MZU - own idea
division	Dance Academy office
person of contact	secretary, office info@danceacademy-productions.com

section	corporate management of a start-up
your profile	<ul style="list-style-type: none"> • You are a student at the University of Greifswald. • You are motivated to work in a young team. • You are a team player, well organised and reliable. • You are familiar with the common MS office systems. • You are interested in looking behind the scenes of building up a start-up and gaining experience in managing a young company. • You got an understanding of management and economy. • You speak German on a native language level and you are able to master English in speech and writing. • Even with a handicap you are most welcome here!

	You have nodded affirmatively in at least 5 answers? Then continue with your tasks here.
tasks	We will determine your exact activities together. Possible tasks will be: <ul style="list-style-type: none"> • support of the CEO in running the daily business • support of application processes at the DAP <ul style="list-style-type: none"> - job descriptions - legal framework conditions • own project The aim of this internship is to gain insights behind the management of a start-up and the running of a young company.
division	Dance Academy office
person of contact	CEO, office info@danceacademy-productions.com

section	event management
your profile	<ul style="list-style-type: none"> • You are a student at the University of Greifswald. • You are motivated to work in a young team. • You are a team player, well organised and reliable. • You are familiar with the common MS office systems. • You are interested in looking behind the scenes of building up a start-up and gaining experience in managing a young company. • Social media, especially Instagram und TikTok, are familiar to you. • You got an understanding of event organization and management. • You speak German on a native language level and you are able to master English in speech and writing. • Even with a handicap you are most welcome here! <p>You have nodded affirmatively in at least 5 answers? Then continue with your tasks here.</p>
tasks	We will determine your exact activities together. Possible tasks will be: <ul style="list-style-type: none"> • event organization • planning, implementation and follow up work of events • event advertisement • tasks of the daily business • own project • budget calculation, regularities • networking (B2B)
division	Dance Academy office
person of contact	event management, office info@danceacademy-productions.com

For pupils:

section	social media
your profile	<ul style="list-style-type: none">• You are a student and at least 15 years old.• You are motivated to work in a young team.• You are a team player, well organised and reliable.• Social media, especially Instagram und TikTok, are familiar to you.• You have a creative mind.• You speak German on a native language level and you are able to master English in speech and writing.• Even with a handicap you are most welcome here! <p>You have nodded affirmatively in at least 5 answers? Then continue with your tasks here.</p>
tasks	<p>We will determine your exact activities together. Possible tasks will be:</p> <ul style="list-style-type: none">• creation of social media content (planning and design)• collection of image material• own project
division	Dance Academy office
person of contact	PR management, office info@danceacademy-productions.com

section	human resource management
your profile	<ul style="list-style-type: none">• You are a student and at least 15 years old.• You are motivated to work in a young team.• You are a team player, well organised and reliable.• You are familiar with the common MS office systems (word, excel).• You are interested in looking behind the scenes of building up a start-up and gaining experience in managing a young company.• You got an understanding of organization.• You speak German on a native language level and you are able to master English in speech and writing.• Even with a handicap you are most welcome here! <p>You have nodded affirmatively in at least 5 answers? Then continue with your tasks here.</p>
tasks	<p>We will determine your exact activities together. Possible tasks will be:</p> <ul style="list-style-type: none">• support of the secretary in the daily business• course planning, shift planning• support of application processes at the DAP• own project
division	Dance Academy office
person of contact	secretary, office info@danceacademy-productions.com

section	service at Dance Up Café
your profile	<ul style="list-style-type: none"> • You are a student and at least 15 years old. • You are motivated to work in a young team. • You are friendly in dealing with customers and you have a positive appearance • You know the difference between coffee and cappuccino. • You speak German on a native language level and you are able to master English in speech and writing. • Even with a handicap you are most welcome here! <p>You have nodded affirmatively in at least 4 answers? Then continue with your tasks here.</p>
tasks	<p>We will determine your exact activities together. Possible tasks will be:</p> <ul style="list-style-type: none"> • service work in the café • co-maintenance of the Dance Academy customers • assistance with the production of sales products • creation of video material for social media
division	Dance Up Café
Person of contact	coffee shop management, Dance Up Café info@danceacademy-productions.com

No matter for what internship area you will finally decide – together we will see what you are interested in, what you want to learn, what you want to try out and in what kind of way you can support us best.

Sounds good?

Then simply register with your current CV and a convincing letter of motivation!