

Wednesday, April 23, 2014

## Spaceworks Summer 2014 Internship

Company: Spaceworks  
Location: Brooklyn, NY  
Compensation: \$10 per hour

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Spaceworks is a nonprofit real estate organization dedicated to expanding the supply of long-term, affordable rehearsal and studio space for artists in New York City. Spaceworks develops and rents workspaces to visual and performing artists.

Spaceworks headquarters are located in the Gowanus neighborhood in Brooklyn. Spaceworks Gowanus is home to Spaceworks offices as well as four co-working spaces for arts organizations and two visual arts studios. Spaceworks other facility in operation is Spaceworks Long Island City, which is home to four performing arts rehearsal studios.

Spaceworks has three projects in development including collaborations with the Brooklyn Public Library at their Williamsburgh and Red Hook Branches and a project on Governors Island.

### Essential Duties & Responsibilities

Assisting in the planning and execution of details related to the Spaceworks Long Island City Block Party on June 21st, an event that is a part of Make Music New York  
Generating social media content that helps to promote Spaceworks projects in operation and highlight Spaceworks artists  
Documenting events via photography and promoting them on social media  
Developing surveys as part of Spaceworks program evaluation strategy  
Developing community profiles for Spaceworks projects  
Preparing and updating Spaceworks press packets and informational materials  
Assisting with content and design for Spaceworks newsletter  
Assisting with the processing of artist applications for Spaceworks Cards, used by artists to book and access rehearsal space  
Researching future public program ideas  
Assisting with administrative tasks and errands as needed

### Desired Education/Experience/Skills

Bachelor's or Master's degree or currently pursuing degree in related field  
Must be self-directed and proactive, highly organized, computer literate, outgoing, and able to think on your feet  
Must possess strong written, verbal, research, and interpersonal skills  
Must be proactive about administrative office tasks, as well as eager to engage with the public onsite, both with utmost professionalism  
Graphic design skills (Photoshop, Illustrator, InDesign), as well as knowledge of social media platforms, new technology, Microsoft Outlook, and traditional marketing are all a major plus  
Familiarity with survey software such as SurveyMonkey a plus  
Some experience in live event execution is preferred  
Knowledge of and a keen interest in the arts and New York City Arts scene

### Schedule

2-3 days per week in office, some weekend availability (flexible based on individual's schedule). May need to travel to Spaceworks project sites throughout New York City  
Must be available the week of June 15th and the full day on June 21st

### How to Apply

Email [jobs@spaceworksnyc.org](mailto:jobs@spaceworksnyc.org) with subject line: Summer 2014 Intern. Please prepare a brief cover letter including all pertinent background info, career objectives, and anything else relevant in the body of the email and attach resume. Only those candidates selected for an interview will be contacted. No phone calls.

Spaceworks  
540 President Street 2E  
Brooklyn, NY, 11215  
[www.spaceworksnyc.org](http://www.spaceworksnyc.org)

For more information:  
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