

Monday, January 9, 2017

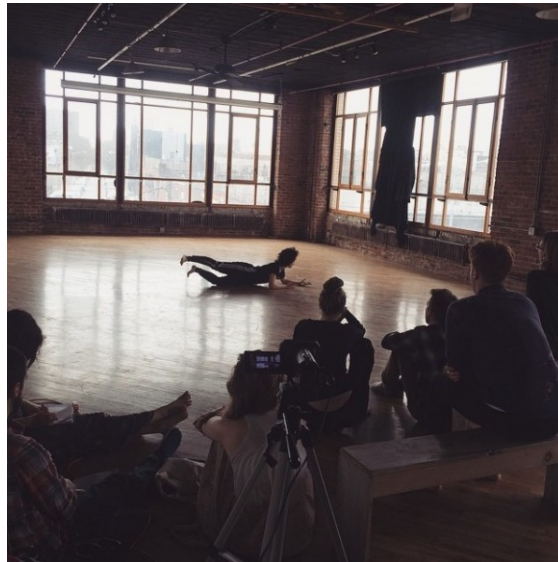
Program & Production Intern

Company: Jonah Bokaer Arts Foundation

Location: Brooklyn, NY

Compensation: stipend & benefits

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Jonah Bokaer Arts Foundation (formerly Jonah Bokaer Choreography, and Chez Bushwick Inc.) is a local, state, national, and international laboratory for interdisciplinary dance, art, and live performance, operating the work of Jonah Bokaer in the United States and abroad. The Foundation also operates rehearsal and performance facilities in Bushwick, Williamsburg, and Hudson, NY. We are seeking talented, professional administrative interns to join our Brooklyn team for the Winter/Spring Season. Internships are paid with a stipend, and benefits – and also include access to rehearsal space opportunities, as well as passes to events and programs (dance/choreography, music, theater, film, video/media arts, community forums, classes, workshops). This is a part-time position. Office hours are flexible, but may include some nights and weekends based on performances and special events schedules.

Responsibilities Include:

Collaborating with our Program Manager & Company Manager

Fast-Paced Support to the Program Manager on organizing tours and liaising with talents and artists

Facilitating the Studio Manager to manage artists in residence hours, daily studio operations and Community Programs

Aiding the Development Manager to assist with light budgeting

In addition, this position may help with basic office tasks such as: answering the phone, the door, and receiving and distributing mail

Requirements:

B.A. or M.A. candidate in Arts Administration, Production

Strong interpersonal and cross-cultural skills

Positive phone, email, and electronic communications and tone

Excellent copy-writing and copy-editing skills

Must be organized, punctual, and dependable, with attention to detail

Good command of Microsoft Office Suite with a focus on Excel

Knowledge and interest in art & performance and visual arts is preferred

To Apply:

Please email us a cover letter and resume, both as Word or .pdf attachments, to contact@jonahbokaer.net with "Program & Production Intern Winter/Spring Internship" as the subject. In your cover letter, please include:

Why you are interested in an internship with us

The number of hours per week you intend to commit (minimum 10 hours/week)

Your preferred start and end dates (generally a 3 month commitment is required, but shorter terms will be considered if the internship has a limited scope and the educational and organizational goals can be achieved with a shorter timeline)

Internship applications and inquiries are accepted on a rolling basis.

Jonah Bokaer Arts Foundation
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(718) 418-4405

For more information:
Libby Rush
contact@jonahbokaer.net

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