

Wednesday, May 17, 2017

## New York City Center Summer/Fall 2017 Internship Program

Company: New York City Center

Location: New York, NY

Compensation: College credit or a weekly stipend of \$150.

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New York City Center is searching for creative, conscientious, and proactive students for our Summer/Fall 2017 Internship Program. Committed to providing a holistic understanding of non-profit arts management, City Center offers hands-on experience in Education, Events Management, Institutional Giving, Marketing, and Programming. City Center welcomes a broad, diverse applicant pool of matriculated college and graduate students, in addition to recent graduates. We are looking for interns who are passionate about the performing arts, interested in New York City Center, and eager to learn.

Through this program, interns are given the opportunity to participate in:

- interviews with City Center staff and visiting artists
- professional development workshops
- rehearsal and performance observations
- a culminating group presentation

### [APPLY ONLINE BY JUNE 4, 2017](#)

#### Internship Job Descriptions

**Education - Internship Dates: 9/5/17 – 12/22/17:** The Education Intern will assist with the administration of in-school workshops and residencies, as well as on-site Education events including professional development workshops and master classes. Through this internship, the Education intern will gain insight into administering arts education programs in New York City schools and communities. Specific responsibilities include: school site visits, assisting in the development of study guides, liaising between classroom teachers and City Center teaching artists, analyzing program evaluations, and providing organizational and office support.

**Events Management - Internship Dates: 7/10/17 – 10/27/17:** The Events Management Intern will assist the executive office with their day to day responsibilities including General Management and Special Events tasks during the Encore! Off-Center season, and leading up to our annual Gala. Main responsibilities include: processing contracts, assisting with ticketing and seating, assisting with event planning and execution, filing, collecting and organizing logistical paperwork, processing invoices and running errands as needed.

**Institutional Giving (Fundraising) - Internship Dates: 8/14/17 – 12/15/17:** The Institutional Giving Intern will participate in government, foundation and corporate fundraising activity. The intern will be asked to draft and edit letters, strong writing skills are a must. Through this program, the intern will gain familiarity in philanthropic research, grant writing and administration, and exposure to the day-to-day operations of a premier non-profit performing arts organization.

**Marketing - Internship Dates: 9/5/17 – 12/22/17:** The Marketing Intern will play an instrumental role in the planning and execution of the department's initiatives and assist with student outreach, audience development, group sales, basic data entry and communication, and focus on executing City Center's social media and digital marketing campaigns. Applicants should be self-starters, with excellent communication skills, a good sense of humor and have a strong interest in theater and dance. Experience with graphic design programs (Illustrator, InDesign and Photoshop) preferred but not required.

**Programming - Internship Dates: 7/31/17 – 11/17/17:** The Programming Intern will assist the Manager of Programming with the implementation of City Center's fall dance season, including the 14th annual Fall for Dance Festival. This will include general and company management tasks such as contract drafting and industry/company ticketing, as well as assistance with artist services. Additionally, the intern will assist the Programming department with research and other preparations for City Center's 75th Anniversary Season, which will be celebrated in 2018-19.

**Compensation:** Interns can choose to receive college credit or a weekly stipend of \$150 for participation in the program.

**Scholarship:** City Center offers qualified candidates the opportunity to apply for a needs-based scholarship of up to \$150/week in addition to either the weekly stipend or college credit. Scholarships are limited and not necessarily awarded each semester. Candidates interested in applying for a scholarship will need to complete additional application paperwork. Please see the application for instructions.

**Equal Opportunity Employer** - City Center complies with all Federal and State employment laws. No person shall be discriminated against in any manner for reasons of race, color, creed, religion, age, marital status, veteran's status, gender, sexual orientation, national origin or disability.

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