

Friday, April 27, 2018

Summer Marketing & Programming Apprenticeships

Company: New York City Center

Location: New York, NY

Compensation: Apprentices are compensated \$15/hour for 20 hours, totaling \$300 per week.

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NEW YORK CITY CENTER SUMMER ADMINISTRATIVE APPRENTICESHIPS

City Center is currently searching for creative, passionate, early-career individuals to apprentice in our Marketing & Communications and Programming Departments. Committed to building pathways to careers in the arts and aiming to reflect the diversity of New York City, we encourage applicants with a unique perspective inclusive of race, color, religion, familial status, gender identity or expression, sexual orientation, national origin, age, and intellectual and physical ability to apply.

Program Details

Through this program, apprentices will:

- Work directly with a mentor.
- Meet with City Center staff and artists.
- Participate in professional development workshops.
- Collaborate with other apprentices at City Center.

Dates

Late May through late August, including a paid training week! Apprentices work 20 hours per week. Specific start/end dates TBD.

Compensation

Apprentices are compensated \$15/hour for 20 hours, totaling \$300 per week.

Job Descriptions

Marketing & Communications: The Marketing Apprentice will have a unique opportunity to assist with the planning of City Center's 75th Anniversary, and with this summer's Encores! Off-Center productions of *Songs for a New World*, *Gone Missing*, and *Don't Bother Me, I Can't Cope*. The Marketing Apprentice 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 (Dance): The Programming Apprentice will assist the Manager of Dance Programs with the implementation of City Center's fall dance season, including the 15th annual Fall for Dance Festival. This will include assistance in maintaining artistic planning materials, updating and organizing programming documents, and delivering on various aspects of New York City Center dance projects. Additionally, the apprentice will provide research support to the Programming team and assist with artist services. This semester, the Programming Apprentice will have the unique opportunity to assist the Programming department with City Center's 75th Anniversary Season.

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.

CLICK HERE TO APPLY (<https://fs22.formsite.com/nycc/form17/index.html>)

APPLICATION DEADLINE: SUNDAY, MAY 13 @ 11:59 PM

New York City Center
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