

Thursday, May 31, 2018

## Fall Apprenticeship Program

Company: New York City Center  
Location: New York, NY  
Compensation: \$15/hour

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### NEW YORK CITY CENTER FALL ADMINISTRATIVE APPRENTICESHIP PROGRAM

City Center is committed to training the next generation of arts professionals. We are currently searching for creative, passionate, early-career individuals to apprentice in Education, Development, and Marketing. 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 in their area of focus.
- Meet with City Center staff and artists.
- Participate in a paid training week.
- Receive professional development workshops.
- Observe rehearsals and performances, when possible.
- Deliver a final presentation to City Center staff.

#### Dates

The Apprenticeship Program will run for 16 weeks between September and December 2018, including a paid training week! Apprentices work 20 hours per week. Each apprentice sets a specific start date and weekly schedule with their department.

#### Compensation

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

#### Job Descriptions

**Education:** The Education Apprentice 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 program, the Education Apprentice will gain insight into administering arts education programs in New York City schools and communities. Specific responsibilities include: assisting with the development of study guides, analyzing program evaluations, school site visits, preparing event support materials, and providing organizational and office support.

**Development (Fundraising):** The Development Apprentice will be involved in all aspects of City Center's fundraising activities, including membership, special events, and institutional giving. Through this program, the apprentice will gain familiarity in donor acquisition and stewardship, event management, grant writing, and database maintenance, as well as exposure to the day-to-day operations of a premier non-profit performing arts organization. The Development Apprentice will assist in answering our Member Hotline so comfort on the phone is a must. Strong writing and editing skills are a plus.

**Marketing:** The Marketing Apprentice will have a unique opportunity to assist with the planning of City Center's 75th anniversary season. The 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.

#### 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.

TO APPLY

Visit <https://fs22.formsite.com/nyc/form17/index.html>.

APPLICATION DEADLINE

Sunday, June 17, 2018 @ 11:59 pm

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