Thursday, July 26, 2018

Arts Administration Internship

Company: CPR - Center for Performance Research
Location: Brooklyn, NY
Compensation: Monthly unlimited Metro card, free performances, access to complimentary rehearsal space dependent on studio availability.

CPR - Center for Performance Research | Arts Administration Internship

Part time, 10 hours per week

Duration: 6 months

About us

CPR - Center for Performance Research is dedicated to supporting the development of new works in contemporary dance and performance. Curated programs focus on rehearsal and residency support, generating time and space for research and dialogue, and providing public presentation opportunities. Over the last decade, CPR has supported more than 1700 artists in the development of dance and performance projects, while exposing local audiences to contemporary artistic process through performances and work-in-progress showings, salon style discussions, and symposia.

CPR – Center for Performance Research is seeking an Arts Administration Intern to begin in January 2019. The Arts Administration Intern will be supervised by CPR's Director, Operations Associate, and Studio Associate. They will learn the tasks involved in the administrative operations of a nonprofit arts organization in NYC. The intern will be provided with extensive training, support, and supervision by CPR staff. The intern must be a current or recent student in a degree-granting program or high school.

Responsibilities
Under the supervision and support of CPR staff, the arts administration intern will become equipped at tasks pertaining to administration in an arts nonprofit. At CPR, this includes familiarity with CPR's rental contract, performances, artist opportunities, and general operations in order to give prompt and friendly customer service to walk-up visitors and over the phone. Occasional running of errands and light cleaning will be required. Additional responsibilities will include developmental research aimed towards organizational growth, upkeep and maintenance of office and studio spaces, inputting box office report data, and preparation of marketing materials.

For this role, CPR is seeking an energetic, focused individual with a passionate investment in pursuing an administrative career in the nonprofit arts sector. The successful candidate will be efficient, proactive, and thorough, with developed writing and interpersonal skills.

Desired Skills

Developed sense of language and grammar

Strong interpersonal skills

Ability to organize and take initiative

Experience with Google Suite

Experience with Quickbooks

Basic knowledge of WordPress

Social media proficiency; familiarity with Hootsuite and Mailchimp platforms

EEO Statement

CPR – Center for Performance Research is an Equal Opportunity Employer. CPR does not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, disability, marital status, partnership status, veteran status, gender (including gender identity), sexual orientation, or any other factor prohibited by law. CPR hires and promotes individuals solely on the basis of their qualifications for the job to be filled. CPR encourages all qualified candidates to apply.

Please forward a cover letter and C.V. to CPR's Director Dr. Charlotte Farrell: charlotte@cprnyc.org. No phone calls or walk-ins, please.

CPR - Center for Performance Research
361 Manhattan Avenue Unit 1 (ground floor)
Brooklyn, NY, 11211
cprnyc.org

For more information:
Dr. Charlotte Farrell
charlotte@cprnyc.org