

Thursday, October 3, 2019

CPR Seeks Arts Administration Intern to Start Immediately

Company: CPR - Center for Performance Research

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Location: Brooklyn, NY

Compensation: Monthly unlimited metrocard, free performances, and complimentary rehearsal space contingent upon studio availability.

CPR - Center for Performance Research | Arts Administration Internship

Part time, 10 hours per week

Duration: 6 months

Compensation: Monthly unlimited Metrocard, free performances, and complimentary rehearsal space contingent upon studio availability.

CPR – Center for Performance Research is seeking an Arts Administration Intern. This internship provides pre-professional artists and art administrators from diverse backgrounds the opportunity to gain experience across nonprofit arts development, marketing, programming, and general operations. The Arts Administration intern will be supervised by CPR's Director, and will work closely to support the Director, Studio Associate, and Operations Associate in executing long-term and short-term projects. The intern will be provided with extensive training, support, and supervision from CPR Staff, becoming equipped at tasks pertaining to arts admin in arts nonprofit upon finishing their internship.

The intern will become familiar with CPR's rental contract and procedures, performances, artists opportunities, and general operations in order to give prompt and friendly customer service to walk-up visitors and over the phone. The intern will be trained in Quickbooks, WordPress, MailChimp, Google Suite, and basic marketing with social media. Responsibilities 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. Occasional running of errands and light cleaning will be required.

The staff at CPR is small, therefore every staff member and intern has the unique opportunity to become involved in the different branches of a nonprofit arts organization.

CPR – Center for Performance Research is dedicated to creating a diverse and inclusive environment and is proud to be 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.

For this role, CPR is seeking a 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 a developed sense of language, grammar, writing, and interpersonal skills. The intern must be a recent student in a degree-granting program or high school.

Please forward a cover letter and CV to CPR's Operations Associate, Allison Knuth: operations@cprnyc.org. No phone calls or walk-ins, please.

CPR - Center for Performance Research is an artist-driven rehearsal and performance space located in Brooklyn, New York. CPR is committed to providing affordable space and innovative programming in order to support the development of contemporary performance.

CPR - Center for Performance Research
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For more information:
Allison Knuth
operations@cprnyc.org

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