

Tuesday, May 12, 2020

CPR-Center for Performance Research seeks Arts Administration Intern

Company: CPR - Center for Performance Research

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Location: Brooklyn, NY

Compensation: Monthly travel stipend, access to free performances, college credit (if applicable), and complimentary rehearsal space.



CPR - Center for Performance Research | Arts Administration Internship

Part time, 10 hours per week

Duration: 6 months; July-December, 2020

Compensation: Monthly travel stipend, access to free performances, professional development opportunities, college credit (if applicable), and complimentary rehearsal space.

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 processes through performances and work-in-progress showings, salon style discussions, and symposia.

CPR 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 Operations Associate, and will work closely to support CPR's administrative staff in executing long-term and short-term projects. The intern will be provided with extensive training, support, and supervision, becoming equipped at tasks pertaining to arts administration in a small nonprofit upon finishing their internship. Interviews will be conducted over the phone and internships may begin with remote work as we prioritize the health and safety of our staff and City.

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, support with grant applications, conducting targeted outreach for CPR programming, inputting box office report data, filing, and preparation of marketing materials.

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 current or recent student in a degree-granting program or high school. 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.

Please forward a cover letter and CV to CPR's Operations Associate, Allison Knuth: operations@cprnyc.org by June 15, 2020. No phone calls or walk-ins, please.

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