Tuesday, September 1, 2020

Arts Administration Internship

Company: Pentacle
Location: New York, NY
Compensation: Interns will receive a $750 stipend for their participation. College credit may be arranged.

Pentacle's College and Post-Graduate Internship Program seeks college students, postgraduates or individuals above the age of 18 who are passionate about the arts and interested in expanding their knowledge of the nonprofit arts field. This program requires a commitment of 13 hours/week for eight weeks. The session will run October 26 - December 18, 2020.

College and post-graduate internships allow participants to gain hands-on experience in nonprofit business practices and attend weekly professional development seminars led by arts leaders in the field and Pentacle staff members. Interns are matched with artistic entities according to their mutually-defined goals and previous experience. Weekly educational seminars offer interns the opportunity to build their administrative skills, learn from their peers, and network with field leaders. Program administrators provide mentorship to the interns and monitor their progress towards strategic goals as defined by each artistic entity and intern.

Interns must be available to work for their artistic entities 10 hours per week over an 8-week session and attend one 2-hour evening seminar each week at the Pentacle office. Outside work to prepare for seminars totaling 1-hour per week may be required occasionally.

In the final month of the internship, interns have the opportunity to discuss extending their internship to work with their designated arts organization beyond the program period.

We will be encouraging participants to abide by the current NY State guidelines regarding in-person activities. If a pair may want to connect in-person they will have to agree to guidelines set forth by the Pentacle staff. The weekly seminars will be held over Zoom. We are also open to interns and artistic entities outside of NYC.

WHAT WE'RE LOOKING FOR:

- Interest in working with both emerging and established performing arts companies, as well as an interest in the greater performing arts field & nonprofit administration

- Excellent verbal and written communication skills

- Superb organizational skills and attention to detail

- Diligent and self-motivated work ethic

- Desire to work individually, as well as part of a team

- Positive, open and engaged approach

WHAT YOU'LL GET:

- Considered & personalized match with affiliated company

- Weekly educational seminars focusing on topics within arts administration

- Peer-to-peer learning and discussion

- Dedicated Pentacle staff members to guide your through the experience

- Guest lectures by professionals in the field

- Leadership development

- The opportunity to gain hands-on experience in non-profit arts administration

HOW TO APPLY

Please fill out our online application (available in English and Spanish) and upload your resume and cover letter as PDFs at the link below. Please note that the internship experience and seminars will be conducted in English.

Accepting applications until Friday, October 9. There is a $600 fee for participating partner artistic entities. This fee goes towards the intern's stipend, guest speaker honorariums, and administrative time from Pentacle's Education & Outreach staff.

For more information about our Career Development programs visit our website.

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For more information:
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