

Friday, October 15, 2021

Arts Administration Intern (paid, company match!)

Company: Pentacle

Location: New York, NY

Compensation: Interns will receive a \$750 stipend for their participation. College credit may be arranged.

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**WE'RE
HIRING
INTERNS**

COLLEGE & POST GRADUATE
ARTS ADMINISTRATION INTERNSHIP PROGRAM

- January 31 - April 24, 2022
- Deadline to Apply: **Nov. 15**

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 through arts administration. This program requires a 12-week commitment of 2 hours/week for 4 weeks and 10-12 hours/week for 8 weeks. The next session is January 31, 2022 - April 24, 2022. The DEADLINE for interns to apply is November 15, 2021.

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 virtual educational seminars will start four weeks before the internship with the artistic entities begins, giving 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.

As preparation for the hands-on internship, intern will attend a series of 2-hour virtual evening seminars happening once a week over four weeks. Following this skills-building period, interns will start to work for their artistic entities 10 hours per week over an 8-week session and continue to attend one virtual evening seminars for four more weeks. Outside work to prepare for the 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.

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