

Monday, January 23, 2023

The Yard 2023 Admin & Education/Engagement Internship

Company: The Yard
Location: Chilmark, MA
Compensation: \$400 per week

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Alex Clark

About The Yard

The Yard is a nonprofit creation and performance platform for local, national, and international artists, with a focus on contemporary dance. Founded in 1973 by the late choreographer Patricia Nanon, The Yard provides paid space, time, and resources for performing artists to create, perform, and engage with our community. We share these artists' work publicly through presentations and wide-ranging educational experiences for all ages. Through these programs and more, we provide year-round opportunities for our community to experience the arts.

Located on the island of Martha's Vineyard, The Yard's 2.6 acre campus is in the "up-island" rural town of Chilmark. Our 100-seat black box theater and open-air studio are operable in the summer months. Three residences also sit on the property and serve as artist and staff housing. In the cold-weather months, we offer programs in various offsite locations, ranging from performances at the 700-seat Martha's Vineyard Performing Arts Center to libraries and community centers across the island.

Our Mission –

The Yard supports diverse, contemporary dance-makers and related artists in their creative processes through paid creative residency, public performance, long term education, and artist driven civic engagement. We serve all ages and cultural populations on Martha's Vineyard, and work collaboratively with artists, producers, and other cultural organizers within regional, national, and international contexts.

For more information about The Yard, visit dancetheyard.org.

Job Description – Admin & Education/Engagement Intern

Reports To: Program Director

Employee Class: Intern

Work Location: 1 The Yard, Chilmark, MA 02535 on Martha's Vineyard

Dates: May 22, 2023 - September 2, 2023 - must be available and on Martha's Vineyard for the full 15 weeks; travel and housing provided by The Yard (see below for details).

Principal Duties and Responsibilities:

Assist Operations Associate and Program Director in the creation and management of all Education and Engagement Activities.

Will serve as The Yard's onsite liaison (between artists and host venue) at all education and engagement events for summer 2023.

Provide administrative support to staff and artists

Provide focused administrative support to the Operations Associate, Program Director and Production Manager to ensure smooth execution of programs, supporting logistics such as daily schedule, artist travel, artist hospitality, etc.

Assist with administrative procedures of The Yard to include: answering phones, taking ticket orders, communication with The Yard's Bookkeepers and manage selective financial and administrative processes.

Support basic office functions such as picking up mail and ordering supplies

Assist with the management of Spektrix database, input of data and generating reports.

Will work with Yard team on Box office and front of house for all Yard public-facing events

Other Duties and Responsibilities:

The Yard has a small, dynamic staff and relies on cross-departmental collaboration. All positions are expected to routinely contribute in areas outside of their primary focus to ensure successful programs and operations. Examples include but are not limited to answering the office phone, assisting with campus projects, providing support to artists-in-residence, and helping set up for and strike performances and events.

Skills & Experience:

Prior operations and project management experience, preferably for a small or mid sized institution

Highly organized and adept at managing multiple projects simultaneously

Excellent administrative skills and attention to detail

Computer skills and fluency with Google Workplace or comparable system

Strong verbal and written communication skills and ability to organize information clearly and concisely

Ability to work both collaboratively and autonomously within a small organization

Cultural competency to work with individuals from diverse backgrounds and life experiences

Evidence of connection with The Yard's mission and values

Knowledge of dance and the performing arts a plus but not required

Compensation & Benefits:

\$400/week for 15 weeks of summer season (May 22 - September 2, 2023)

Rent-free housing on The Yard's campus in a shared dorm-style residence with other staff members. (Shared bedroom, bathroom and kitchen.)

Artistic opportunities including time in The Yard's studio and theater, possible dance and yoga classes, and performance opportunities TBD

Farm share from a local island farm and supplemental pantry items (pasta, rice, beans, etc.) shared amongst staff.

One round-trip to and from Martha's Vineyard at the beginning and end of the internship

How to Apply

To apply, email cover letter, resume, and two references to jobs@dancetheyard.org with subject line "Admin/Educ Intern." Interested candidates are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis with priority given to those received by February 17th.

The Yard is an ally in the movement towards equity, social justice, and combating systemic racism, which includes developing a work environment that is equitable, anti-racist, and empowering for our staff and the communities we serve. Applicants from all populations and underrepresented groups are encouraged to apply. Strong candidates will work in alignment with The Yard's mission, values, and commitment to anti-racism.

The Yard
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For more information:
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[< back](#)

[< previous listing](#) • [next listing](#)