

Tuesday, September 16, 2014

Doris Duke Performing Artist Awards: Internship

Company: Doris Duke Performing Artist Awards
Location: New York, NY
Compensation: \$15.00 per hour

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The Doris Duke Performing Artists Awards seeks a part-time, detail-oriented and enthusiastic intern to support a grant-making program for individual artists in contemporary dance, theatre, and jazz for extended professional and artistic development. The program is designed to empower, invest in and celebrate notable performing artists, allowing for long-term exploration and research needs unmet by traditional project support. The Doris Duke Performing Artist Awards is an ancillary program of Creative Capital Foundation, launched in partnership with the Doris Duke Charitable Foundation. More information on Creative Capital can be found here: www.creative-capital.org.

The award programs will select and support 200 artists through unrestricted grants and additional funds will be available for audience development and for matching contributions to artists' retirement accounts. The program will support 100 artists with Doris Duke Artist Awards of up to \$275,000, plus an additional 100 noteworthy artists with Doris Duke Impact Awards of up to \$80,000. Artists will be selected for these awards through a peer-review panel process. The Doris Duke Performing Artist Awards are part of a larger initiative, the Doris Duke Performing Artists Initiative, a new ten-year, \$50 million program. More information on the program can be found here: <http://www.ddcf.org/Programs/Arts/Initiatives--Strategies/Doris-Duke-Performing-Artist-Initiative/>

Responsibilities:

As we enter the fourth year of the Doris Duke Performing Artist Awards, an intern will be an important part of the team responsible for the program's grant making, panel process, and artist services. The intern will work closely with Program Staff on:

- Creating dossiers for the eligible artists for the 2015 Panel;
- Assembling eligible artists' work samples;
- Entering information into our database (GIFTS);
- Completing other administrative tasks as needed.

Requirements:

- Masters or bachelors candidate in an appropriate area, preferably arts administration or the performing arts;
- Great attention to detail and extremely responsible;
- Excellent organizational and communication skills;
- Enthusiasm and a passion for the performing arts;
- Knowledge of theater, dance and/or jazz is a big plus;
- Knowledge of Excel and Powerpoint is required, and experience with any sort of database is a plus.

This position is paid \$15.00 per hour. A commitment of 2-3 days per week is preferred beginning immediately through February 2015.

Please send your cover letter with availability and resume to Jaime Kight, Program Associate, at jaime@ddpaa.org by Tuesday, September 30, 2014, 5:00p EDT.

Any applications submitted after September 30th will not be considered.

Doris Duke Performing Artist Awards
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For more information:
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