

Wednesday, March 11, 2015

New York Live Arts: Summer Education and Engagement Intern

Company: New York Live Arts
Location: New York, NY

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Department: Programming, Producing, Engagement

Position Reports to: Works directly with and reports administratively to the Director of Education and Engagement Programs.

The principal responsibility of the Education and Engagement Intern is to provide research and administrative support for New York Live Arts' (Live Arts) Engagement and Education Department. This position will support weekly engagement Come Early/Stay Late Programs.

Position Summary:

New York Live Arts seeks creative and forward-thinking candidates for competitive administrative and producing internships. All applicants are expected to be independent, computer-literate workers who are passionate about the arts; prior experience in the dance field is not required. Related educational or work experience is preferred.

Benefits include complimentary tickets to New York Live Arts events (when available) and, often, to events at other cultural venues. A close view will be afforded to the workings, both administrative and programmatic, of a major New York cultural institution that is active in local, regional, and global arenas.

Responsibilities:

- Conduct topical research as needed.
- Assist in drafting and processing agreements and deal memos.
- Attend curatorial, production, and programming meetings while taking detailed notes
- Proof language for internal and external working documents
- Prepare and distribute panelist itineraries
- Attend rehearsals and performances as needed
- Assist in tracking and planning logistics
- Assist in the planning of outreach activities
- Support the set up and break down of engagement events
- Fulfill other duties as required.

Specifications:

8-12 hours per week.

2-4 months.

Qualifications:

- Eagerness to advance skills in artist relations, art management, and curatorial research and processes
- An interest in Humanities and Literature
- Ability to work with a remote colleague via phone, email, Skype, etc.
- Computer literacy including MS Office
- Experience working in a professional organization
- Excellent writing, communications and interpersonal skills
- Self-starter with extreme attention to detail and organizational systems
- Ability to manage multiple projects independently
- Calm, clear and enthusiastic demeanor
- Knowledge of and strong interest in contemporary art, performance, and ideas

Internships are offered year-round. The schedule and weekly hours are flexible. Applicants should be able to house themselves in the NY metro area. Internships are unpaid and targeted towards those seeking academic credit or work experience in a fast-paced arts organization.

Intern applications are accepted on an ongoing basis. Please send your resume, cover letter, writing sample, and reference page to: education@newyorklivearts.org. Please include the internship position you are applying for in the subject line.

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