

Monday, January 7, 2019

Arts Administration Internship

Company: CPR - Center for Performance Research

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Location: Brooklyn, NY

Compensation: Monthly unlimited metrocard, free performances, and complimentary rehearsal space contingent upon studio availability.

CPR - Center for Performance Research | Arts Administration Internship

Part time, 10 hours per week

Duration: 6 months

CPR - Center for Performance Research is an artist-driven rehearsal and performance space located in Brooklyn, New York. CPR is committed to providing affordable space and innovative programming in order to support the development of contemporary performance. The staff at CPR is small, therefore every staff member has the unique opportunity to become involved in the different branches of a nonprofit arts organization.

CPR - Center for Performance Research is seeking a Arts Administration Intern to begin the week of January 28th, 2019. This internship provides the opportunity to gain experience across nonprofit arts development, marketing, programming, and general operations. The Arts Administration Intern will be supervised by CPR's Director, and will work closely to support the Director, Studio Associate, and Operations Associate in executing long-term and short-term projects. The intern will be provided with extensive training, support, and supervision by CPR staff. The Arts Administration intern will become equipped at tasks pertaining to arts admin in an arts nonprofit.

Responsibilities will include developmental research aimed towards organizational growth, upkeep and maintenance of office and studio spaces, inputting box office report data, and preparation of marketing materials. The intern will become familiar with CPR's rental contract, performances, artist opportunities, and general operations in order to give prompt and friendly customer service to walk-up visitors and over the phone. Occasional running of errands and light cleaning will be required.

For this role, CPR is seeking an energetic, focused individual with a passionate investment in pursuing an administrative career in the nonprofit arts sector. The successful candidate will be efficient, proactive, and thorough, with developed writing and interpersonal skills. The intern must be a current or recent student in a degree-granting program or high school.

Desired Skills

Developed sense of language and grammar

Strong interpersonal skills

Ability to organize and take initiative

Experience with Google Suite

Experience with Quickbooks

Basic knowledge of WordPress

Social media proficiency; familiarity with Hootsuite and Mailchimp platforms

Passion for and interest in the nonprofit arts sector in NYC, particularly the performing arts

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EEO Statement

CPR - Center for Performance Research is an Equal Opportunity Employer. CPR does not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, disability, marital status, partnership status, veteran status, gender (including gender identity), sexual orientation, or any other factor prohibited by law. CPR hires and promotes individuals solely on the basis of their qualifications for the job to be filled. CPR encourages all qualified candidates to apply.

Please forward a cover letter and CV to CPR's Director, Dr. Charlotte Farrell: charlotte@cprnyc.org. No phone calls or walk-ins, please.

CPR - Center for Performance Research
361 Manhattan Ave Unit 1 (ground floor)
Brooklyn, NY, 11211
www.cprnyc.org

For more information:
Dr. Charlotte Farrell
charlotte@cprnyc.org

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