

Monday, May 11, 2020

CPR-Center for Performance Research seeks Marketing Intern

Company: CPR-Center for Performance Research
Location: Brooklyn, NY

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CPR

Job Description: Marketing Intern

Part time, 10 hours per week

Duration: 6 months; July - December 2020

Compensation: Monthly travel stipend, access to free performances, professional development opportunities, college credit where applicable, and complimentary rehearsal space contingent upon availability.

CPR – Center for Performance Research is dedicated to supporting the development of new works in contemporary dance and performance. Curated programs focus on rehearsal and residency support, generating time and space for research and dialogue, and providing public presentation opportunities. Over the last decade, CPR has supported more than 1700 artists in the development of dance and performance projects, while exposing local audiences to contemporary artistic processes through performances and work-in-progress showings, salon style discussions, and symposia.

CPR is seeking a Marketing Intern. This internship provides pre-professional artists and art administrators from diverse backgrounds the opportunity to gain experience across nonprofit arts marketing and programming. The Marketing Intern will be supervised by CPR's Programs Manager. The intern will be provided with extensive training, support, and supervision from CPR Staff, becoming equipped at marketing tasks involved in operating a nonprofit arts organization. These tasks include designing e-blasts, social media posts, tracking new trends and best practices, website updates, and various special projects upon finishing their internship. Interviews will be conducted over the phone and internships may begin with remote work as we prioritize the health and safety of our staff and City.

The intern will become comfortable marketing for performances, events, and other initiatives at CPR in ways that are thorough, thoughtful, and on schedule. They will maintain regular communications with artists, press and other venues to coordinate promotions, including online marketing, and creating printed programs. The intern will gain a familiarity with CPR's rental contract, performances, artist opportunities, and general operations, providing prompt and friendly customer service to walk-up visitors and over the phone.

For this role, CPR is seeking a focused individual with a sharp sense of visual design trends and a passionate investment in pursuing a marketing career in the nonprofit arts sector. The successful candidate will be efficient, proactive, and thorough, with a developed sense of language, grammar, writing, and interpersonal skills. The intern must be a current or recent student in a degree-granting program or high school. Must be fluent in Google Suite, Word-Excel, Canva, Mailchimp, PowerPoint, and WordPress.

CPR – Center for Performance Research is dedicated to creating a diverse and inclusive environment and is proud to be 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 Programs Manager, Remi Harris: programs@cprnyc.org. No phone calls or walk-ins, please.

CPR-Center for Performance Research
361 Manhattan Avenue Unit 1
Brooklyn, NY, 11211
718.349.1210
www.cprnyc.org

For more information:
Remi Harris
programs@cprnyc.org

