

Wednesday, April 14, 2021

## Arts Administration Internship (paid, company match)

Company: Pentacle (Education & Outreach)

Location: New York, NY

Compensation: Interns will receive a \$750 stipend for their participation. College credit may be arranged.

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Pentacle's College and Post-Graduate Internship Program seeks college students and post-graduates who are passionate about the arts and interested in expanding their knowledge of the nonprofit arts field through arts administration. This program requires a commitment of 12 hours/week for eight weeks. College enrollment status is not required. The upcoming session will run June 14-August 10, 2021. [The DEADLINE to apply is Friday, May 7, 2021.](#)

### ABOUT THE INTERNSHIP PROGRAM

College and post-graduate internships allow participants to gain hands-on experience in nonprofit business practices and attend weekly professional development seminars led by arts leaders in the field and Pentacle staff members. Interns are matched with artistic entities according to their mutually-defined goals and previous experience. Weekly professional development seminars offer interns the opportunity to build their administrative skills, learn from their peers, and network with field leaders. Program administrators provide mentorship to the interns and monitor their progress towards strategic goals as defined by each artistic entity and intern. Intern applications are accepted on a rolling basis and dates for upcoming sessions are announced through Pentacle's newsletter, blog, and social media.

Interns must be available to work for their artistic entities 10 hours per week over an 8-week session and attend one evening seminar each week at the Pentacle office.

In the final month of the internship, interns have the opportunity to discuss extending their internship to work with their designated arts organization beyond the program period.

We will be encouraging participants to abide by the current NY State guidelines regarding any in-person activities. Remote and in-person internships will be assigned based on applicants preferences. The weekly seminars will be held over Zoom. We are also open to interns and artistic entities outside of NYC.

### WHAT WE'RE LOOKING FOR:

- Interest in working with both emerging and established performing arts companies, as well as an interest in the greater performing arts field & nonprofit administration
- Excellent verbal and written communication skills
- Superb organizational skills and attention to detail
- Diligent and self-motivated work ethic
- Desire to work individually, as well as part of a team
- Positive, open and engaged approach

### WHAT YOU'LL GET:

- Considered & personalized match with an affiliated company
- Weekly educational seminars focusing on topics within arts administration
- Peer-to-peer learning and discussion
- Dedicated Pentacle staff members to guide you through the experience
- Guest lectures by professionals in the field
- Leadership development
- The opportunity to gain hands-on experience in non-profit arts administration

### HOW TO APPLY:

Please fill out our online application (available in [English](#) and [Spanish](#)) and upload your resume and cover letter as PDFs at the link below.

Please note that the internship experience and seminars will be conducted in English. More information about this internship program can be

found [HERE](#).

FOR ARTISTS & ARTISTIC ENTITIES:

*Need an intern to expand your administrative capacity? View information about our structured internship programs [HERE](#) and apply for the College & Post-Graduate Internship Program before Friday, May 14, 2021. There is a \$600 fee for participating partner artistic entities. This fee goes towards the intern's stipend, guest speaker honorariums, and administrative time from Pentacle's Education & Outreach staff.*

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Pentacle (Education & Outreach)  
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212.278.8111  
[https://www.pentacle.org/education-and-outreach/career\\_development/internships-for-college-post-graduates-interns/](https://www.pentacle.org/education-and-outreach/career_development/internships-for-college-post-graduates-interns/)

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