

Sunday, May 30, 2021

THE WATERMILL CENTER | DEVELOPMENT & SPECIAL EVENTS INTERNSHIP, SUMMER 2021

Company: The Watermill Center
Compensation: \$40/day

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Lovis Ostenrik

THE WATERMILL CENTER | DEVELOPMENT & SPECIAL EVENTS INTERNSHIP, SUMMER 2021

The Watermill Center seeks two qualified interns to assist the Development & Special Events teams, with a focus on fundraising and preparation for The Center's inaugural two-week Summer Festival (July 31-August 14, 2021).

ABOUT THE WATERMILL CENTER

Founded in 1992 by avant-garde visionary and theater director Robert Wilson, The Watermill Center is an interdisciplinary laboratory for the arts and humanities situated on ten acres of Shinnecock ancestral territory on Long Island's East End. With an emphasis on creativity and collaboration, Watermill integrates contemporary artistic practice with resources from the humanities and research from the sciences to provide a global community with the time, space, and freedom to create and inspire.

LOCATIONS

The Watermill Center development team is seeking one intern who can work remotely and/or in our New York City office and one intern with access to Water Mill, NY, located on Long Island's East End.

NYC Preferred, Remote Optional | Byrd Hoffman Water Mill Foundation, 115 West 29th Street, New York, NY 10001

Water Mill, NY | The Watermill Center, 39 Watermill Towd Road, Water Mill, NY 11976

SCHEDULE

This position is 3 days a week for 10 weeks (June 21 - August 21, 2021). Start and end dates are flexible.

Typical work hours fall within 10:00 am-5:00 pm with some weekend and evening hours, depending on The Watermill Center's scheduled events.

COMPENSATION

A stipend of \$40/day will be provided, and college credit can be arranged.

RESPONSIBILITIES

- Assisting the Development Associate in fundraising campaign management, including processing donations, preparing tax letters, and updating donor files.
- Supporting Manager of Special Events in event planning, including processing ticket purchases, guest list management, placing orders, coordinating deliveries, and preparing printed materials.
- Corresponding with donors and vendors via email and in-person.
- Researching foundations, grants, sponsors, and major donors.
- Drafting and editing grant requests and reports.

DESIRED SKILLS

- Knowledge of contemporary arts and cultural sector
- Strong written and verbal communication skills
- Acute attention to detail
- Strategic thinker with creative problem-solving skills
- Experience prioritizing tasks, working deadlines, and adapting to changing priorities

- Excellent organizational, research, and analytical skills
- Experience with customer service, event planning, and database management is a plus
- Ability to work independently on tasks and projects
- High energy, sense of humor, and inquisitive nature
- Proficiency in Google, Microsoft, and Adobe Suites, Slack, Zoom, and Salesforce

LEARNING OUTCOMES

- Hands-on experience working in a not-for-profit arts organization and its diverse channels of fundraising.
- Increasing skills for understanding and working with people of diverse backgrounds and cultures.
- Experience in coordinating across departments toward a common goal, including Individual Giving, Institutional Giving, Event Management, Communications, and Public Programming

Interested candidates should email a [cover letter](#) and [resume](#) to Nika Sourakov, Development Associate, at careers@watermillcenter.org with the subject heading "Development & Special Events Internship." Please indicate whether you are based on Long Island, New York City, or Remote.

Deadline to Submit: June 6th, 2021.

The Watermill Center, operated by the Byrd Hoffman Water Mill Foundation, is a proud equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender identity or expression, national origin, age, disability, familial or veteran status, sexual orientation, or any other legally protected status.

The Watermill Center

For more information:
Nika Sourakov
careers@watermillcenter.org

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