Friday, June 16, 2023

Rights & Arts Management Associate

Company: Merce Cunningham Trust
Location: New York, NY
Compensation: $23.50 per hour

The Merce Cunningham Trust Rights and Arts Management Associate (internship) position is a unique opportunity for an aspiring arts manager who is looking to transition into the professional world in a New York office. The annual program immerses the associate in the operation of a lean non-profit that deals with rights and intellectual property and may be tailored to the associate's interest and skills. The associate will work directly with the Trust's executive director, touching on all aspects of the Trust's operations. While the position is structured like an internship, the associate has a full seat at the table and is a full and equal member of the staff.

The Trust office follows a collaborative model with each staff member responsible for a specific area in which they have significant autonomy and agency. The associate will join in all efforts, whether with individual staff or in joint projects, and must be able to work independently but collaboratively with a strong ability to communicate with multiple stakeholders.

In addition to work in the office, the associate will have the opportunity to access the Trust's network of outside resources, providing exposure to similar organizations, professional development experiences, and performances, among others.

Primary Responsibilities:
- Review license and usage requests with the director of licensing and the executive director
- Support the program coordinator in organizing and presenting classes, workshops and research projects
- Assist the audio-visual archivist in acquiring rights and organizing archival material
- Assist with Trust social media
- Track program statistics and support financial and operational planning
- Other duties as assigned

The associate position is intended for those who are not currently in an educational program and are making the transition to the professional world.

Qualifications:
- A clear interest in the non-profit arts sector and its complexity
- Ability to work independently with little supervision
- Ability to act collaboratively and responsibly in a professional office that has contact with the public
- Superb attention to detail and organizational skills
- Strong writing and communication skills
- Proficient in Word, Excel, and social media platforms

Compensation:
The associate position includes compensation of $23.50 per hour for an average of fifteen (15) hours per week. Work is generally in the Trust office during regular business hours of 9:00am- 6:00pm, though occasionally, activities may require time outside office hours. The position runs from September 1, 2023 – August 31, 2024.

Additional Benefits:
- Reimbursement for up to $250 for tickets to performances
- A budget of $1000 for professional development opportunities in the field, such as attending a national conference
- Monthly MetroCard for public transportation travel

Interested applicants must submit the following no later than July 15, 2023:
- A cover letter including why this program is of interest, previous experience or learning in this area, and future career aspirations (no more than two pages)
- A current resume including technology proficiencies
- Contact information for three references who may be contacted if the applicant reaches the final consideration stage of the application process

This associate program is designed to build training for diverse participation in the field of performing arts management. Applicants who self-define as members of any community that broaden representation in the field of arts administration are encouraged to apply.

All applications should be sent to Kenneth Tabachnick, Executive Director at rightsapplication@mercecunningham.org.

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