

Thursday, January 16, 2025

Performing Arts Management Internship starting February 2025 - Elsie Management

Company: Elsie Management

Location: Brooklyn, NY

Compensation: \$500 per internship period

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Job Title: Performing Arts Management Internship

Location: Brooklyn, NY (near Barclays Center)

Duration: 4–6 months (16–24 weeks), minimum of 20 hours per week, minimum of 4 days in person per week

Compensation: \$500 stipend per internship period

Start Date: Flexible, with current start window between February 4 – 14, 2025

About Elsie Management:

Elsie Management's roster features award-winning performing artists with singular voices. Founded by Laura Colby in 1995, Elsie is an all-female team of artworkers inspired and motivated by the provocative, insightful work of artists. We believe deeply in the power of the arts as cultural justice; its ability to heal and lead the way toward a more equitable and compassionate future.

Elsie Management represents a roster of artists for engagements at performing arts centers, venues of all shapes and sizes, festivals, and special event programming. We are dedicated to promoting exceptional performing artists and companies with visions scoping the traditional and experimental gamut of the performing arts.

We are based in Brooklyn, NY, and provide our artists with full-service management across various aspects of the performing arts industry, including securing, contracting, and servicing artist engagements.

As an intern at Elsie Management, you will gain exposure to all aspects of the business, from artist contract negotiations to international touring obligations, and contribute to the development of promotional campaigns and materials. This internship provides an excellent opportunity for someone passionate about the performing arts and interested in building a career in arts administration.

Position Overview: We are seeking a motivated and detail-oriented intern to join our team for a 4–6 month internship. Interns will work closely with the management team and artists, assisting in various tasks such as administrative support, event coordination, marketing, and project management. This position is ideal for someone who thrives in a collaborative environment, is comfortable working under pressure, and is eager to learn about the inner workings of a performing arts management company.

Key Responsibilities:

Assist with the preparation and execution of promotional campaigns for artists and performances.

Help maintain and update office supplies, filing systems, and client databases.

Fulfill email and phone requests for promotional materials.

Aid with administrative duties including database upkeep, artist communication, and contract management.

Provide support with website updates, project descriptions, and promotional content creation for internal and artist-driven communications.

Assist with the development and maintenance of Elsie Management's social media presence, including social media content, and newsletters.

Exposure to planning and coordination of artist tours, including visa applications and tax obligations.

Help maintain and update artist portfolios, contracts, and booking information.

Assist in organizing client meetings, including preparation of materials and taking meeting notes.

Provide general administrative support, including filing, scheduling, and office management tasks.

Participate in internal meetings and contribute ideas for artist development and marketing strategies.

Assist in the preparation for regional performing arts booking conferences.

Qualifications:

Currently pursuing or recently graduated with a degree in Performing Arts, Arts Administration, Theatre Management, or a related field.

Passion for the performing arts and an interest in arts management and/or arts administration.

Strong organizational and multitasking abilities, with a keen eye for detail.

Excellent communication skills, both written and verbal.

Proficiency in Microsoft Office and Google Suites (Excel, Word, Outlook).

Familiarity with social media platforms (Instagram, Facebook, etc.).

Experience with video/photo editing software (Adobe Creative Suite or similar) is a plus.

Ability to work in a small office setting, independently and collaboratively in a fast-paced, deadline-driven, team-oriented environment.

A proactive and positive attitude to basic, advanced and daily repetitive tasks.

Prior experience in office administration, arts management, marketing, or related fields is preferred but not required.

Benefits:

Gain hands-on experience in a professional performing arts management environment.

Exposure to all aspects of the business, including artist engagement negotiations, project development, and touring logistics.

Opportunity to attend performances, access to industry events and networking opportunities (depending on the internship period)

Mentorship and professional development from industry experts.

\$500 stipend for the duration of the internship.

How to Apply: Please send a letter of interest and your resume to jimena@elsieman.org. Applications are accepted on a rolling basis. The deadline for the winter/spring internship period is February 4, 2025.

Elsie Management is an equal-opportunity employer and encourages applicants from all backgrounds to apply. We look forward to reviewing your application!

Elsie Management
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For more information:
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