

Thursday, July 3, 2025

Jiva Performing Arts is hiring an Arts Administration Intern!

Company: Jiva Performing Arts

Location: Long Island City, NY

Compensation: Monthly Compensation will be based on the experience

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WE ARE HIRING!

ARTS INTERN

Jiva is seeking a highly organized and imaginative individual to assist in all aspects of our arts programming. Learn the skills needed in arts administration

THE INTERN WILL WORK DIRECTLY WITH THE ARTISTIC DIRECTOR AND OTHER STAFF. INTERN WILL RECEIVE A SALARY AND WORK CAN BE APPLIED TOWARDS COLLEGE CREDIT

SEND YOUR CV TO:
JIVAPERFORMINGARTS@GMAIL.COM

Are you based in the NYC area, passionate about the arts, and looking to gain hands-on experience with a dynamic nonprofit rooted in Indian classical dance? Join our team!

Responsibilities include:

- Coordinating events, workshops & performances
- Coordinating marketing efforts (social media, newsletters, website)
- Supporting fundraising efforts (grants, corporate giving, annual campaign)
- Video documentation of programs
- Maintaining press kits & booking outreach

? Hybrid role – remote + in-person event support

? ~6-8 hours/week

? Monthly stipend provided

? College credit available

? Must have valid U.S. work authorization

Email info@jivaperformingarts.org to apply or learn more

Jiva Performing Arts
27-28 Thomson Ave. unit 11, LIC, NY 11101
Long Island City, NY, 11101
<https://jivaperformingarts.org/>

For more information:
Jiva Performing Arts
info@jivaperformingarts.org

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