

Position/Title:	SummerStage, Programming Internship
Start Date:	January, 2017
Salary:	Hourly wage
Contact:	Please send resume & cover letter to artsinternship@CityParksFoundation.org

POSITION SUMMARY

City Parks Foundation (CPF) is the only independent, non-profit organization to offer park programs throughout the five boroughs of New York City. SummerStage, a program of City Parks Foundation, presents performances of outstanding artistic quality, free of charge, to serve the diverse communities of New York City. The artists represent a breadth of genres and cultures and perform in an outdoor setting accessible to people of all ages and backgrounds.

We offer meaningful, internship experiences in the Arts & Cultural Department, providing assistance in the office and onsite to the city's marquee outdoor festival. Interns will gain hands-on experience in diverse areas while helping the full-time staff execute a variety of initiatives. The intern will work in the office 15-20 hours a week during the Spring season.

RESPONSIBILITIES

The intern will assist the Programming staff with general office duties and projects including:

- Provide administrative support to the programming team, including but not limited to taking notes during meetings, meetings preparations, scheduling and logistics
- Assist in artist's contract processing
- Assist in the coordination of travel and accommodations for artists
- Assist with research projects related to the 2017 SummerStage season
- Manage RSVP and guest list requests for off-season showcase events
- Answer general inquiry calls and emails for the Department
- Coordinate shipping and deliveries for the Department
- Maintain FAQ documents and SummerStage recorded hotline
- Maintain organization of the office, including inventory and office supplies
- Organize and maintain artists files and CDs
- Assist with the creation of presentation for conferences and meetings
- Take on miscellaneous tasks and projects as they arise

REQUIREMENTS

- Must demonstrate strong written and verbal communication skills
- Must have working knowledge of Microsoft Word, Excel, and Google Drive
- Must be able to work in a fast paced environment
- Must be detail-oriented with strong organizational skills

- Team-centric attitude
- Ability to be proactive, resourceful and work independently
- Punctual, reliable, and ability to interact with the public in a professional manner
- Background in music and/or business a plus
- Bilingual (Spanish/ English) a plus

ABOUT CITY PARKS FOUNDATION

City Parks Foundation (“CPF”) is the only independent, nonprofit organization whose mission is to offer programs in parks throughout the five boroughs of New York City. We work in more than 350 parks citywide, presenting a broad range of programs in an effort to promote healthy and vibrant communities. Our initiatives reach 425,000 people each year. Artistic, athletic, educational and park advocacy programs connect high needs communities with their local green spaces. CPF helps turn New York City’s parks into centers of community development, while helping to create strong local leaders. The majority of our programming is provided at no cost, and we work in neighborhoods that would not otherwise have access to such resources. Signature programming includes: SummerStage, Partnerships for Parks, shows at the Swedish Cottage Marionette Theater in Central Park, Tennis/Golf/Track & Field sports programming for kids and seniors, and educational partnerships that promote healthy living and teach environmental science.