

Public Programming, Artist Relations Intern, Summer 2017

POSITION INFORMATION

Employer	Lincoln Center for the Performing Arts
Division	Internships and Recruitment Initiatives
Title	Public Programming, Artist Relations Intern, Summer 2017
Description	DEPARTMENT Programming

DESCRIPTION

Lincoln Center is one of the world's largest presenting organizations, offering 300 performances through a variety of programs. The Public Programming Department at Lincoln Center organizes the two outdoor summer festivals, Midsummer Night Swing and Lincoln Center Out of Doors.

Midsummer Night Swing represents Lincoln Center's major audience participation program. Offering dancing on a beautiful outdoor dance floor to the music of leading dance bands of all styles and genres, from country western to salsa, Midsummer Night Swing's three week season has become a New York institution, attracting thousands of people to Damrosch Park each night to dance to their favorite music.

Lincoln Center Out of Doors takes over the outdoor spaces of Lincoln Center during July and August and offers nearly one hundred different performances and events spanning all disciplines and genres, free of charge. Started as a community outreach program, over 44 years ago, Lincoln Center Out of Doors has become one of New York's premier outdoor festivals attracting approximately 200,000 patrons annually.

Artist Relations Intern, Midsummer Night Swing/ Lincoln Center Out of Doors: The Artist Relations Intern assists in the planning and implementation of all company management duties such as organizing ground transportation and hotel check-in, preparing information packets and itineraries, hospitality arrangements, and other responsibilities as needed relating to the care of artists. The ideal candidate will demonstrate exceptional skills in Microsoft Office Suite, have excellent verbal and interpersonal skills, be very detail-oriented, and have the ability to multi-task in a fast-paced environment.

Multilingual skills a plus.

QUALIFICATIONS

This internship might be right for you if you are:

Able to bring a unique perspective to the internship
 Passionate about arts management, programming and detail oriented

HOW TO APPLY

internships@lincolncenter.org

Requested Documents:
 Resume
 Cover Letter

Applications accepted via:
 Other

IMPORTANT DATES

Posted On:
 Feb 25, 2017

Applications Accepted Until:
 Apr 03, 2017

CONTACT INFORMATION

Employer	Lincoln Center for the Performing Arts
Name	Program Manager Jenara Prieto
E-mail	jprieto@lincolncenter.org
Phone	212-875-5456
Address	70 Lincoln Center Plaza New York, NY 10023 United States

Very knowledgeable in Excel, Powerpoint, MS Office,
 Show measurable strength in your writing, and editing skills
 Able to work well with others
 Able to multi-task and work in a faced paced environment
 Enthusiastic, energetic, and flexible, with a propensity to
 laugh

SUBMISSION PROCEDURE

Graduate or undergraduate students may apply. Music,
 Theater, Dance, Arts Administration, or Production majors
 preferred.

Approximate dates: May 2017 through August 2017.

Interns must be current students. Recent graduates will be
 considered on a case by case basis; however, candidates of
 all ages are encouraged to apply.

School credit is strongly recommended. Interns are paid
 \$11.00 per hour. This internship is full-time at 35 - 40
 hrs/per week. Some overtime to be expected.

Please send cover letter and rsum to
 internships@lincolncenter.org and list "Public Programming,
 Artist Relations Intern" in the subject line.
 Submissions without cover letters will not be reviewed.

Lincoln Center for the Performing Arts is an equal
 employment opportunity employer and is committed to
 maintaining a non-discriminatory work environment, and
 does not discriminate against any employee or applicant for
 employment on the basis of race, color, religion, sex,
 national origin, age, disability, veteran status, marital status,
 sexual orientation, gender identity, or any other
 characteristic protected by applicable law. LCPA is
 committed to creating a dynamic work environment that
 values diversity and inclusion, respect and integrity,
 customer focus, and innovation

Location

LOCATION

Nationwide
no

City
New York

State/Province
New York

Country
United States

Position Type

Full Time, Internship

Salary Level

11\$ an hour 