

**Position/Title:** Arts and Cultural Programs Operations Internship

**Start Date:** Seasonal, June 1 - August 31, 2018 (flexible)

**Salary:** \$13/hour

**Application Deadline:** March 15, 2018

**Contact:** Please email resume & cover letter to:  
[artsinternship@CityParksFoundation.org](mailto:artsinternship@CityParksFoundation.org)

### **ABOUT CITY PARKS FOUNDATION**

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. At CPF, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 350 parks, recreation centers, and public schools across New York City -- reach 425,000 people each year.

- We present the largest free, outdoor performing arts festival in NYC through *SummerStage* and *SummerStage Kids*, presenting artists of the highest quality across multiple disciplines and genres, and marionette puppet theater in all five boroughs with our Swedish Cottage Marionette Theatre and the roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- We connect youngsters to nature in the urban environment with education programs that provide learning experiences through classroom and hands-on activities in parks, urban forests, coastal areas, gardens, and recreation centers.
- Free golf, tennis, track & field, soccer, street hockey, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

Our ethos is simple: *we believe thriving parks reflect thriving communities.*

### **POSITION SUMMARY**

The Department of Arts & Cultural Programs is responsible for programming the arts and cultural presentations of City Parks Foundation which encompasses SummerStage, SummerStage Kids, Charlie Parker Jazz Festival, the Swedish Cottage Marionette Theatre and CityParks PuppetMobile.

We offer meaningful internship experiences providing assistance in our office to prepare for the upcoming season of NYC's marquee outdoor music festival. Interns will gain hands-on experience in diverse areas while helping the full-time staff execute a variety of initiatives. We are seeking upbeat, organized individuals to provide administrative and clerical support to the Operations staff with the day-to-day general office duties. This position encompasses Finance, Administration and Human Resources functionalities. This internship is a great experience for undergraduate/graduate students interested in the general working of an arts nonprofit organization.

### **RESPONSIBILITIES**

- Answer phones, direct incoming calls and provide information to patrons
- Maintain organization of office
- Analyze timesheet data
- Assist with payroll and accounts payable/receivable processes
- Create/maintain spreadsheets related to 2017 + 2018 Arts and Cultural programs
- Process check requests
- Maintain employee files
- Filing
- Data entry

### **QUALIFICATIONS**

- Must demonstrate strong written and verbal communication skills
- Must have working knowledge of Microsoft Word and Excel, Microsoft Access a plus
- Must have working knowledge of Google Apps (Drive, Gmail, Sheets and Docs)
- Must be detail-oriented and have strong organizational skills
- Experience working in an office setting preferred
- Ability to multitask in a fast-paced environment
- Ability to meet changing deadlines
- Working knowledge of financial statements
- Knowledge of basic accounting methods
- Must have completed sophomore year of college
- Team-oriented attitude
- Must be open to evolving responsibilities

### **HOW TO APPLY**

Interested parties should email resume and cover letter to: [ArtsInternship@CityParksFoundation.org](mailto:ArtsInternship@CityParksFoundation.org). Put "Operations Intern" in subject header. Please also let us know how you found out about this position, and why you have chosen to apply to the Arts & Cultural Programs Operations Department. Applications that do not include this information will not be considered.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.