

Position/Title: Intern, SummerStage, Citywide

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

Salary: \$13/hour, 25-30 hours per week

Application Deadline: March 15, 2018

Contact: Please send resume & cover letter to 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 Theater 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 SummerStage Citywide festival is a 11 week free performing arts festival taking place in 16 different parks throughout New York City's five boroughs. We are seeking an organized, adaptable individual to work directly with the General Manager of the Citywide festival on a variety of tasks related to all aspects of the production and management of the festival. This internship is a great experience for undergraduates, graduate students, or recent graduates learn about and gain experience in both live event management and non-profit management.

RESPONSIBILITIES

- Answer phones, direct incoming calls and provide information to audience members about upcoming

shows, artists, and schedules

- Assist with accounting and bookkeeping for SummerStage Citywide program
- Process and track payment to vendors and other parties
- Perform various administrative tasks supporting the department
- Research special projects as assigned
- Provide on-site support to Citywide production team at select events that may include:
 - Managing guest list
 - Assisting with artist and partner relations
 - Liaising with food vendors
 - Coordinating activations and other festival elements taking place in the park
 - Conducting audience surveys

QUALIFICATIONS

- Strong written and verbal communication skills
- Willingness and eagerness to learn and adapt to evolving responsibilities
- Team-centric attitude
- Must have completed sophomore year of college
- Working knowledge of Microsoft Word and Excel / Google Docs and Sheets
- Experience in performing arts and/or live events preferred
- Drivers' license and clean driving record preferred
- Ability and willingness to work some nights and weekends

CONTACT

Interested parties should email cover letter and resume to: artsinternship@CityParksFoundation.org. Put "Citywide Intern" in subject header. Please also mention where you heard about this position. Applications that do not include a cover letter 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.