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<b>Position/Title:</b>	Intern, SummerStage CityWide
<b>Job Type/Dates:</b>	Seasonal/June 1 - August 31, 2019 (flexible)
<b>Salary:</b>	\$15/hr, 15-20 hours per week
<b>Application Deadline:</b>	March 22, 2018
<b>Contact:</b>	Send resume & cover letter to <a href="mailto:artsinternship@CityParksFoundation.org">artsinternship@CityParksFoundation.org</a> <b>Applications submitted without a cover letter will not be considered.</b>

### **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. 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 400 parks, recreation centers, and public schools across the city -- reach 300,000 people each year. Our ethos is simple: we believe thriving parks mean thriving communities.

- We present the largest free, outdoor performing arts festival in NYC through SummerStage, 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, 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.

### **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 report to the General Manager of the Citywide festival on a variety of administrative 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 operations 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
- Experience in or interest in arts administration preferred
- Drivers' license and clean driving record preferred
- Ability and willingness to work some nights and weekends
- Ability and willingness to work outdoors in all types of weather, and to travel to parks throughout NYC.
- Ability to lift up to 50 lbs, work within tight spaces, move quickly, and stand for long periods of time.

### **CONTACT**

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. Interested parties should email cover letter and resume with the subject "**Intern, SummerStage, Citywide**" to [artsinternship@cityparksfoundation.org](mailto:artsinternship@cityparksfoundation.org). Please also let us know how you heard about this position. Applications submitted without cover letters will not be considered. No calls, please.