

2024 Residency and Production Intern

Department: Arts & Culture

FT/PT: Part-time

Job Status: Non-Exempt

Reports to: Associate Curator & Producer

OVERVIEW

Governors Island is a popular year-round destination located in the middle of New York Harbor. For almost two centuries, the Island was closed to the public, operating as a military base for the U.S. Army and, later, the Coast Guard. Today, an award-winning new park is complemented by dozens of unique historic buildings, educational and cultural facilities, a rich arts and culture program and a 22-acre National Monument managed by the National Park Service. Looking ahead, the Island is envisioned to be further activated as a resource for all of New York City, with expanded educational, nonprofit, and commercial facilities. The Trust is currently in the process of expanding the Island's arts and cultural program, as well as anchoring its growth through attracting a hub of educational and research partners dedicated to addressing the global climate crisis.

POSITION

The Trust for Governors Island is offering a seasonal paid internship to work with Governors Island Arts, its Arts and Culture team. This internship will provide hands-on experience in the planning, organization and execution of public art commissions, outdoor and site-specific performances, and Governors Island Arts' annual Organizations in Residence Program. The Residency and Production Intern will work closely with the Associate Curator & Producer in development of major public artworks, helping produce several programs and events, as well as assisting with the Island's large Organizations in Residence Program by conducting research, providing administrative support, coordinating project logistics, and some on-site production work.

The ideal candidate must be highly organized, self-motivated, detail-oriented, adaptable and have excellent written and verbal communication skills. Successful candidates should have a demonstrated interest in public art, production, cultural programming, live performance, and related fields, as well as some experience working in a public space, nonprofit, and/or cultural institution. Candidates are comfortable using Microsoft Office software and other digital tools to manage large quantities of information and coordinate multifaceted projects.

Candidates should be available for a part-time engagement for 5 months from May – September, with the possibility of extending the term. Candidates must reside in New York City for the duration of the internship. This position requires evening, weekend, and holiday hours. The position will be required to conduct business in person on Governors Island.

QUALIFICATIONS

Education:

Bachelor's degree, Graduate degree, or currently enrolled in a Graduate College program with a focus on Music, Dance, Performance, Production, Performing Arts Administration, or related fields, or comparable training and vocational education.

Experience:

- 1-2 years' experience in art production, event production, public programming, arts & culture, event producing, or live performance.
- Experience operating sound equipment (PA systems, audio mixers, mics, cables), portable/generator power, and other production equipment related to small/mid/large-scale events.
- Familiarity with working with artists.
- Experience working in an outdoor event environment is preferred.

Skills and Abilities:

- Detail-oriented with strong organizational skills and demonstrated ability to work both independently and collaboratively, multi-task, set priorities and meet deadlines.
- Excellent communication and project management skills.
- Ability to be flexible and manage multiple priorities simultaneously.
- High level of self-organization, autonomy, and time management.
- Ability to work weekend hours and holidays, as necessary.
- Ability to lift 30 pounds and walk long distances in all weather conditions.
- Valid driver's license required.
- Proficient in using Microsoft Word, Excel, and PowerPoint.
- Experience with Photoshop, Illustrator, and InDesign a plus.

SALARY: \$18/hour

LOCATION AND SCHEDULE: All positions are located on Governors Island. The position is in-person.

TO APPLY

Please send a cover letter and resume as a single PDF document to jobs@govisland.org with "Residency and Production Intern" in the subject line. No phone calls please.

All new hires must be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment with the Trust, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Trust.

The Trust for Governors Island does not discriminate on the basis of age, color, disability, genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex (including gender identity), sexual orientation, sexual and other reproductive health decisions, or other non-merit factor.

ABOUT THE TRUST FOR GOVERNORS ISLAND

The Trust for Governors Island (The Trust) is a nonprofit corporation created by the City of New York. It is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to realize the full potential of Governors Island, demonstrating a bold vision for public space. For more information, visit www.govisland.org