SUMMER PERFORMING ARTS INTERNSHIP:
ARTIST HOSPITALITY & EVENT SERVICES
JUNE 5 - AUGUST 28, 2023

The Artist Hospitality & Event Services Intern assists the Artistic Director and Producing Associate in preparing residential plans and artist hospitality packages for our summer artists in residency. Responsibilities include researching and contacting local housing opportunities for artist occupation, aiding in the planning and coordination of artist meals for residencies and performances, and will assist with general artist needs (10-20 hours/week).

The Artist Hospitality & Event Services Intern will be a member of the Front of House team, assisting with patron services and event set up and break down. In addition, the intern will aid with production related administrative duties (10-20 hours/week). As this role requires the attendance of all PS21 productions, you will have the opportunity to take a seat in the audience and relish in the season’s offerings!

Our ideal candidate will be a motivated individual with: an ardent interest in the performing arts (preference will be given to those majoring in the arts or arts administration); a keen eye for detail who takes pride in their work; the ability to work collaboratively and independently; experience setting priorities and executing a plan efficiently under pressure; prior experience in a customer-facing role; familiarity using Google Workspace.

PS21 INTERNS RECEIVE

● Experience working directly with artists and area professionals
● Career development opportunities, including regular feedback from PS21 staff
● A letter of recommendation, if requested, upon completion of the internship
● Free access to PS21 workshops and performances
● Access to our campus for individual creative projects, as facility schedule allows

LOGISTIC REQUIREMENTS

● Must be at least 18 years old
● Must have a car and clean driving record
● Must relocate within commuting distance of Chatham, NY and work on site
● Must be available to work late evenings and weekends, June through August
● Must be able to stand and sit for extended periods of time

TO APPLY

Please send a resume and thoughtful letter of interest, along with a brief description of your university’s internship policy to info@ps21chatham.org. Additional writing samples and references may be requested.

Internships at PS21 span the typical university summer break, and require commitment to that full length of time. Dates can be adjusted to accommodate your university’s schedule. Applicants must receive approval for funding and/or college credit from their university to be selected for this position.
DIVERSITY STATEMENT

PS21 is an Equal Opportunity Employer and does not discriminate on the basis of age, immigration or citizenship status, color, disability, ethnicity, gender, gender identity, marital and partnership status, national origin, race, religion, sexual orientation, veteran or active military service member or any other characteristic protected by federal, state, or local laws in its employment policies.

ABOUT PS21/CHATHAM

PS21: Performance Spaces for the 21st Century is a contemporary arts venue in the Hudson Valley presenting innovative programming by leading and emerging artists in music, dance, theater, contemporary performance, and the visual and multimedia arts.

Established in 2006, PS21’s mission is to provide support for performing artists and creators and to introduce their work to a broader audience, while also providing the surrounding region with opportunities for arts engagement regardless of economic status, cultural background, and age. In its new, state-of-the-art, green facility, PS21 offers resident makers and performers involved in the creation of new work the tools and flexibility for successful innovation and collaboration in the development of sophisticated multimedia work. Few other US facilities are able to provide this level of technical support. In addition, PS21’s campus of over 100 acres of open spaces, meadows, woodlands, and orchards is an important resource for artists and the community.

FIND US @PS21CHATHAM ON

Instagram | Facebook | Youtube

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