



**SUMMER PERFORMING ARTS INTERNSHIP:
COMMUNICATIONS & MARKETING ASSISTANT
JUNE 3 - AUGUST 26, 2023**

The Communications & Marketing Intern will have the opportunity to gain hands-on experience in non-profit marketing. The intern will assist the Marketing and Production Associate with daily marketing initiatives. Responsibilities include: maintaining communications, editorial calendar for web, print, email, and social media; responding to messages and interacting with targeted social media accounts; managing earned media assets, archive and reporting of press mentions and past email campaigns both on the website and internally; regular maintenance of internal and external event calendars including the events webpage; compiling and/or drafting received program materials into PS21's program framework; lead the distribution of marketing materials in the local region (15-20 hours/week).

The Communications & Marketing Intern will be a member of the Front of House team, assisting with audience communications prior to the event, event set up, and patron services. The intern will assist in the collection of photo and video documentation at each event (10-15 hours/week). As this role requires the attendance of all PS21 productions, you have the opportunity to 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 communications); a keen eye for detail who takes pride in their work; prior social media and marketing experience; 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

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.

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.

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 Center for Contemporary Performance, located in the Hudson Valley, presents innovative programming by leading and emerging artists in music, dance, theater, contemporary performance and the visual and multimedia arts. Our campus is nestled among farmlands and sits on one hundred acres of open space, wooded trails and apple orchards.

Since the state-of-the-art, 300 seat flexible-configuration theater was inaugurated in 2018, PS21 has evolved into the Hudson Valley's mecca for new programming, fostering creativity and community engagement through residencies and collaborations between performers across disciplines and genres. PS21 has garnered the reputation as "a Hudson Valley outpost of the avant-garde" (*The New York Times*, June 2022).

PS21 has created *PATHWAYS: Blazing Trails to a Sustainable Future*, an ambitious, multi-faceted series of spectacle, performances, art installations, educational workshops, international contemporary circus, and participatory events designed for young and old, individuals and families, all offered for free or at very low cost. We invite everyone to explore and engage at the intersection of nature, community and the arts.

We reach broad audiences and provide the surrounding region with opportunities for arts engagement regardless of economic status, cultural background or age. In our new, green facility, PS21 offers resident makers and performers the tools and flexibility for successful innovation and collaboration in the development of sophisticated, multi media work.

Our Executive & Artistic Director Elena Siyanko is an internationally recognized curator, producer and leader in the arts. Our annual operating budget is approximately \$1,000,000 with a goal to double this amount within five years.

FIND US @PS21CHATHAM ON

[Instagram](#) | [Facebook](#) | [Youtube](#)

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.