



the watermill center

a laboratory for the arts and humanities

artistic director, robert wilson

www.watermillcenter.org

THE WATERMILL CENTER | INTERNSHIP OPPORTUNITIES | SPRING/SUMMER 2019

The Watermill Center seeks qualified interns for the Spring and Summer in the fields of Development & Special Events, and Auction Fundraising. When applying, please indicate which internship you are interested in.

Founded in 1992 by avant-garde visionary and theater director Robert Wilson, The Watermill Center is an interdisciplinary laboratory for the arts and humanities situated on ten acres of Shinnecock ancestral territory on Long Island's East End. With an emphasis on creativity and collaboration, Watermill integrates performing arts practice with resources from the humanities, research from the sciences and inspiration from the visual arts. The Center is unique within the global landscape of experimental artistic practice and regularly convenes the brightest minds from across disciplines to do, in Wilson's words, "what no one else is doing."

The Watermill Center is operated by The Byrd Hoffman Water Mill Foundation, which is committed to equal opportunity and diversity in its workforce.

LOCATION

Primary | NYC Office & Studio, 115 West 29th Street, New York, NY 10001

Secondary | The Watermill Center, 39 Watermill Towd Road, Water Mill, NY 11976

DEVELOPMENT & SPECIAL EVENTS

DESCRIPTION

SPRING & SUMMER INTERNSHIP

April 1, 2019 - August 23, 2019

The position begins with part-time hours with an increase to full time starting June 3. Typical hours are from 10:00 - 5:00 pm with select evening and weekend hours, dependent on the Foundation's scheduled events, specifically our Annual Summer Benefit & Auction, and our open house, Discover Watermill Day.

SUMMER INTERNSHIP

June 3, 2019 - August 23, 2019

The position is full time with typical hours from 10:00 - 5:00 pm with select evening and weekend hours, dependent on the Foundation's scheduled events, specifically our Annual Summer Benefit & Auction, and our open house, Discover Watermill Day.

RESPONSIBILITIES include, but are not limited to

- Updating and managing mailing lists and databases with donor information
- Assisting with social media presence and development
- Maintaining all Development files
- Supporting all fundraising campaigns and special events
- Conducting research on foundations, grants and major donors
- Corresponding with donors and vendors
- Preparing event materials
- Managing ticket sales and guest lists
- Drafting and editing grant requests and reports

QUALIFICATIONS

- Strong written and verbal communication skills
- Proficient in fundraising databases (Salesforce, iWave), Microsoft Office, Google Suite and Adobe Creative Suite
- Comfort with Internet research and search engines



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- Knowledge of Robert Wilson's work
 - Desire to learn about the diverse channels of fundraising
 - Ability to work independently and be self-directed, while also able to work collaboratively in a team environment
 - Detail oriented, high energy with a sense of humor
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AUCTION FUNDRAISING

DESCRIPTION

April 1, 2019 - August 30, 2019

This part-time position is based in the New York City office. It requires a minimum of two days a week with typical hours from 10:00am - 5:00pm and some weekend hours during the [Annual Summer Benefit](#) and [Discover Watermill Day](#). This role reports to the Director of Visual Arts Programming.

RESPONSIBILITIES include, but are not limited to

- Liaising with artists, galleries, and vendors regarding auction donations
- Updating and managing auction files (trackers, letters, invoices, etc.)
- Preparing auction materials
- Assisting on the development of our auction catalog
- Interacting with our online auction provider, Artsy
- Supporting all fundraising campaigns and special events
- Working collaboratively with the Development Department
- Working from The Watermill Center for 3 days and 2 nights during the benefit in late July

QUALIFICATIONS

- Knowledge of and interest in contemporary art is strongly recommended
- Desire to learn about benefit and auction fundraising
- Detail-oriented, organized, and self-motivated
- Strong written and verbal communication skills
- Proficient in Microsoft Office and Google Suite
- Ability to work collaboratively in a team environment

TO APPLY

Please send resume and a brief cover letter to info@watermillcenter.org with the subject indicating the desired internship. No phone calls, please. A stipend will be provided and college credit can be arranged. Housing and travel are provided while in Water Mill, NY. Start and end dates are negotiable.