THE WATERMILL CENTER | COMMUNICATIONS INTERNSHIP

The Watermill Center seeks a qualified intern to work alongside the Communications Team to learn the in and outs of external communications and social media at The Watermill Center.

ABOUT THE WATERMILL CENTER

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 contemporary artistic practice with resources from the humanities and research from the sciences to provide a global community with the time, space, and freedom to create and inspire.

LOCATIONS

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

DATES & HOURS

Internship start and end dates are flexible. The ideal length of the internship is 3 days a week from May-August 2022. Typical hours are from 10:00 am – 5:00 pm with some weekend hours, depending on The Center’s events and public programs.

COMPENSATION

A stipend of $50/day will be provided, and college credit can be arranged.

RESPONSIBILITIES

- Support the development of media and marketing materials.
- Maintain and update communications database and development files.
- Assist with social media presence and content development.
- Assist with visual and graphic representation of Watermill, in print and on the web.
- Attend and assist with onsite events at The Watermill Center.
- Manage digital and print press clippings

DESIRED SKILLS

- Knowledge of contemporary arts and cultural sector
- Ability to work independently and be self-directed, while also able to work collaboratively within a small team
- Strong written and verbal communication skills
- Strategic thinker with creative problem-solving skills and acute attention to detail
- Experience prioritizing tasks, working deadlines, and adapting to changing priorities
- Excellent organizational, research, and analytical skills
- Experience with customer service, event planning, and database management is a plus
- High energy, sense of humor, and inquisitive nature
- Proficiency in Google, Microsoft, and Adobe Suites, Slack, Zoom, and Social Media Platforms

LEARNING OUTCOMES

- Application of knowledge and skills related to the concepts, principles, and methodologies of Communications and Marketing
- Develop an ability to analyze social media insights and translate them into planning for future messaging
- Hands-on experience working in a not-for-profit arts organization and its diverse channels of fundraising.
- Developing communications skills needed to reach regional, national, and global audiences - both for brand awareness and fundraising
- Developing skills to work effectively within formal and informal networks and work cultures
- Increasing skills for understanding and working with people of diverse backgrounds and cultures and to work effectively within diverse environments
- Expanding oral and written communication skills
- Experience in coordinating across departments toward a common goal, including Individual Giving, Event Management, and Public Programming

APPLICATION

Please send a resume and brief cover letter in a single PDF to info@watermillcenter.org with the subject heading “Communications Internship.” Only those whose applications are being considered will be contacted. No other emails or phone calls, please. Deadline to Submit: April 15, 2021.

The Watermill Center, operated by the Byrd Hoffman Water Mill Foundation, is a proud equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender identity or expression, national origin, age, disability, familial or veteran status, sexual orientation, or any other legally protected status.