THE WATERMILL CENTER | PROGRAMS & FACILITIES INTERNSHIP

The Watermill Center seeks a qualified intern to work alongside the Programs & Facilities Team to assist with its Artist Programming, Public Programming, and Education Programming this summer. The full-time position reports to The Watermill Center Director.

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.

LOCATION

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

INTERNSHIP DATES

Internship start and end dates are flexible. The ideal length of the internship is 5 days a week from June - 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

- Assist with daily operations at The Center, including facilities and grounds upkeep, program assistance, and event preparation
- Assist with administrative duties related to The Artist Residency Program, supporting our Artists-in-Residence and their work
- Support Public and Educational Programming through assisting in the planning and execution of onsite events
- Attend and assist with onsite events, including our Annual Summer Benefit

DESIRED SKILLS

- Ability to work independently and be self-directed, while also able to work collaboratively within a small team
- Strategic thinker with creative problem-solving skills and acute attention to detail
- Experience prioritizing tasks, working deadlines, and adapting to changing priorities
- Experience with customer service and event planning is a plus
- High energy, with a sense of humor
- Proficiency in Google Suite and Slack is ideal, but not required
- Drivers License required

APPLICATION

Please send a resume and brief cover letter in a single PDF to elka.rifkin@watermillcenter.org with the subject heading “Summer Internship.” Only those whose applications are being considered will be contacted. No other emails or phone calls, please. Deadline to Submit: April 15, 2022

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.