THE WATERMILL CENTER | COMMUNICATIONS INTERNSHIP

The Watermill Center seeks a qualified intern to assist with external communications. This role reports to the Communications Manager.

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

LOCATION

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

SUMMER INTERNSHIP

May 2022 - August 2022

The position begins with part-time hours (3 days/week) with an increased workload in advance of select on-site events. Typical hours are from 10:00 - 5:00 pm with some weekend hours, depending on the Foundation’s scheduled events. A $50/day stipend will be provided and college credit can be arranged. Start and end dates are flexible.

RESPONSIBILITIES include, but are not limited to:

- Assist with management of the Communications Calendar for email blasts, mailings, and announcements for programming, special events, campaigns, etc.
- 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 the visual and graphic representation of Watermill, in print and on the web.
- Attend and assist with onsite events at The Watermill Center.
- Media monitoring
- Manage digital and print press clippings

QUALIFICATIONS

- Strong written and verbal communication skills.
- Proficient in Social Media Platforms, Microsoft Office, GoogleDrive, and Adobe InDesign
- Comfort with Internet research and search engines.
- Ability to work independently and be self-directed, while also able to work collaboratively
- High energy and sense of humor.

LEARNING OUTCOMES

- Experience working in a not-for-profit organization
- Developing communications skills needed to reach regional, national, and global audiences - both for brand awareness and fundraising
- Experience in coordinating with the press & media in the promotion of events
- Develop the ability to analyze social media insights and translate them into planning for future messaging
- Application of knowledge and skills related to the concepts, principles, and methodologies of Communications and Marketing
- 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

INTERESTED CANDIDATES SHOULD EMAIL A BRIEF COVER LETTER AND RESUME TO:

Brian O’Mahoney, Communications Manager
brian.omahoney@watermillcenter.org