



The Watermill Center

a laboratory for the arts and humanities

Artistic Director, Robert Wilson

www.watermillcenter.org

THE WATERMILL CENTER | ARTIST PROGRAMS INTERNSHIP

The Watermill Center seeks a qualified intern to work alongside the Programming team and to support the 2024 International Summer Program at The Watermill Center, a globally recognized artist intensive, and the culminating Annual Summer Benefit.

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

**Candidates with local housing/within commuting distance strongly encouraged to apply*

DATES & HOURS

Internship start and end dates are flexible. Part-time and full-time available. The ideal length of the internship is May/June - August 2024. Typical hours are from 10:00 am – 5:00 pm with some evening and weekend hours, depending on The Center's events and public programs.

COMPENSATION

A stipend of \$60/day will be provided, and college credit can be arranged.

RESPONSIBILITIES

- Assist with logistical planning for artist residencies and the 2024 International Summer Program, including budget tracking, travel booking, and research
- Manage artist databases
- Assist with the tracking of contracts, agreements, and intake forms
- Assist with artist project planning
- Assist with artist preparation, load-in, and load-out
- Assist with management and support of artists living and working on-site
- Work alongside staff at public programs and special events, especially The Watermill Center benefit on July 27, 2024
- Assist with the general day-to-day administrative and facilities operations of The Watermill Center

DESIRED SKILLS

- Strong interest in/knowledge of arts and culture
- Strong written and verbal communication skills
- Ability to work independently, as well as collaboratively within a small team
- Strategic thinker with creative problem-solving skills and attention to detail
- Experience prioritizing tasks, working within deadlines, and adapting to changing priorities
- Excellent organizational, research, and analytical skills
- Experience with artists/arts administration a plus
- Proficiency in Google, Microsoft, and Adobe Suites, Slack, Zoom

LEARNING OUTCOMES

- Experience in cross-disciplinary artist support and management
- Skills in arts operations, budget management, and event execution
- Hands-on experience working in a not-for-profit arts organization and understanding of its methods of programming and fundraising
- Skills for working effectively within formal and informal networks and cultures



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- Skills for understanding and working with people of diverse backgrounds and cultures and for working effectively within diverse environments
- Improving oral and written communication skills
- Experience in coordinating across departments toward a common goal

APPLICATION

Please send a resume and brief cover letter in a single PDF to info@watermillcenter.org with the subject heading "Artist Programs Internship." Only those whose applications are being considered will be contacted. No other emails or phone calls, please. **Deadline to submit: Rolling.**

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.