



The Watermill Center

a laboratory for the arts and humanities

Artistic Director, Robert Wilson

www.watermillcenter.org

THE WATERMILL CENTER | FACILITIES MANAGEMENT SUMMER INTERNSHIP

The Watermill Center seeks two (2) qualified interns to work alongside the Facilities Team and assist with all aspects of the management and maintenance of an arts organization's buildings and grounds. The internship will take place before, during, and after the International Summer Program (a month-long artist intensive) and Annual Summer Benefit. In addition to general engagement with the Watermill Facilities, interns will engage with the day-to-day needs of a globally recognized arts program, including liaising with artists and production staff, supporting the demands of a hybrid live/work campus in peak season, assisting with the horticultural needs of the manicured gardens and grounds, and working with the full staff to prepare for a large-scale performance event. The full-time position reports to the Facilities 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

The internship is 5-days per week from June through late August 2024. Hours are flexible with some early mornings and weekend hours needed, depending on The Center's events and public programs.

COMPENSATION

A stipend of \$60/day and a healthy chef-prepared lunch will be provided daily. College credit can be arranged.

RESPONSIBILITIES

- Assist with daily operations at The Center, including facilities and grounds upkeep, program assistance, and event preparation
- Errands on behalf of artists and staff
- Light housekeeping and kitchen support alongside teams of artists and staff
- Garden assistance
- Project assistance as needed on special installations
- Event preparation
- Attendance and assistance at onsite events, including our Annual Summer Benefit on the last weekend of July

DESIRED SKILLS

- Strong work ethic with good communication skills and punctuality
- Interest in arts, culture, and/or landscape design
- Ability to work outdoors in the summer
- Ability to work independently and be self-directed, while also able to work collaboratively within a team
- Experience prioritizing tasks in a fast-paced environment, working deadlines, and adapting to changing priorities
- Basic customer service skills and familiarity with event operations is helpful
- High energy, an interest in the arts, and a sense of humor is a plus
- Able to lift 50 lbs
- Basic knowledge of Google Suite and Slack is ideal, but not required



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- Drivers License required. (You do not need your own vehicle.)
- Knowledge of the local area is a plus

APPLICATION

Please email a resume and brief cover letter to assistants@watermillcenter.org with the subject heading "Summer Internship." Only those whose applications are being considered will be contacted.

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.