



The Watermill Center

a laboratory for the arts and humanities

Artistic Director, Robert Wilson

www.watermillcenter.org

THE WATERMILL CENTER | EXTERNAL AFFAIRS INTERNSHIP

The Watermill Center seeks a qualified intern to assist with External Affairs. External Affairs (EA) is dedicated to creating and managing all of The Watermill Center's touchpoints with the outside world including press, digital platforms, email, social communications, partnerships, fundraising initiatives, events and experiences with Watermill audiences. This role reports to the Director of External Affairs.

Founded in 1992 by avant-garde visionary 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, The Center offers year-round artist residencies and education programs, providing a global community with the time, space, and freedom to create and inspire.

The Watermill Center's rural campus combines multifunctional studios with ten acres of manicured grounds and gardens, housing a carefully curated art collection, expansive research library, and archives illustrating the life and work of Artistic Director, Robert Wilson. The Center's facilities enable Artists-in-Residence to integrate resources from the humanities and research from the sciences into contemporary artistic practice. Through year-round public programs, The Watermill Center demystifies the artistic process by facilitating unique insight into the creative process of a rotating roster of national and international artists.

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

SUMMER INTERNSHIP | May - August 2024

The position requires part-time hours (2-3 days per week) with increased workload around The Center's public programming. Typical hours are from 10:00 - 5:00pm with some weekend hours, depending on the Foundation's scheduled events.

COMPENSATION

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

RESPONSIBILITIES include, but are not limited to:

- Support the development of media and marketing materials
- Conducting research on foundations, grants and major donors
- Updating and managing mailing lists and databases with donor information
- Creating face sheets for press and event communications
- Supporting fundraising campaigns and special events including Watermill's Annual Summer Benefit
- Preparing event materials
- Assist with managing ticket sales and guest lists
- 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

QUALIFICATIONS

- Strong writing and communication skills, with a focus on copy editing and storytelling
- Proficient in Social Media Platforms, GoogleDrive, and Adobe InDesign preferred but not required
- Comfort with Internet research and search engines
- Ability to work independently and be self-directed, while also able to work collaboratively within a small team
- Detail oriented

LEARNING OUTCOMES

- Experience working in non-for-profit organization
- Developing communications skills needed to reach regional, national and global audiences - both for brand awareness and fundraising
- Develop ability to analyze social media insights and translate 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



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- 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 RESUME TO:

Jillian Maxwell, Director of External Affairs, jillian.maxwell@watermillcenter.org