



the watermill center

a laboratory for the arts and humanities

Founder, Robert Wilson

www.watermillcenter.org

THE WATERMILL CENTER | DEVELOPMENT + EVENTS INTERNSHIP

The Watermill Center seeks a qualified intern to support its Development + Events Team for the 2026 International Summer Program and the Annual Summer Festival.

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

DATES & HOURS

Flexible start/end dates; part- or full-time. Preferred term: May/June–August 2026. Typical hours are 10 AM–5 PM, with occasional evenings/weekends for events.

COMPENSATION

\$60/day stipend; college credit available.

RESPONSIBILITIES

- Assisting the Development Associate in fundraising campaign management, including processing donations, preparing tax letters, and updating donor files.
- Supporting event planning, including processing ticket purchases, guest lists, placing orders, coordinating deliveries, and preparing printed materials.
- Corresponding with donors and vendors via email
- Researching foundations, grants, sponsors, and major donors; Drafting and editing grant requests and reports.

DESIRED SKILLS

- Knowledge of contemporary arts and cultural sector
- Ability to work independently (self-directed), while also able to work on a collaborative team.
- Strong written and verbal communication skills; Excellent organizational, research, and analytical skills
- Strategic thinker with creative problem-solving skills and attention to detail
- Experience prioritizing tasks, working on deadlines, and adapting to changing priorities
- Experience in customer service, event planning, and database management is a plus
- Proficiency in Google, Microsoft, and Adobe Suites, Slack, Zoom, and Salesforce

LEARNING OUTCOMES

- Hands-on experience working in a not-for-profit arts organization and its diverse channels of fundraising.
- Improved communication skills for regional, national, and global audiences
- Developing skills to work effectively within formal and informal networks and work cultures
- Experience in coordinating across departments toward a common goal, including Individual Giving, Event Management, and Public Programming
- Gain skills in customer relationship management (CRM)

APPLICATION

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

The Watermill Center, operated by the Byrd Hoffman Watermill 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.