



540 President Street, Unit 2E / Brooklyn, NY 11215 / phone 718-408-8755 / fax 718-414-2197

Spaceworks Fall 2014 Internship (paid internship)

Full-time/Part-time: Part-time

Paid/Unpaid: \$10 per hour

Dates: early September to late December 2014

Spaceworks is a not-for-profit community development organization dedicated to expanding the supply of long-term, affordable rehearsal and studio space for artists in New York City.

Spaceworks headquarters are located in the Gowanus neighborhood in Brooklyn. Spaceworks Gowanus is home to Spaceworks offices as well as four co-working spaces for arts organizations and two visual arts studios. Spaceworks other facility in operation is Spaceworks Long Island City, which is home to four performing arts rehearsal studios.

Spaceworks has three projects in development including collaborations with the Brooklyn Public Library at their Williamsburgh and Red Hook Branches and a project on Governors Island.

Essential Duties & Responsibilities

- Assisting in the planning and execution of details related to Spaceworks events
- Generating social media content that helps to promote Spaceworks projects in operation and highlight Spaceworks artists
- Documenting events via photography and promoting them on social media
- Developing surveys as part of Spaceworks program evaluation strategy
- Developing community profiles for Spaceworks projects
- Preparing and updating Spaceworks press packets and informational materials
- Assisting with content and design for Spaceworks newsletter
- Assisting with the processing of artist applications for Spaceworks Cards, used by artists to book and access rehearsal space
- Researching future public program ideas
- Assisting with administrative tasks and errands as needed

Desired Education/Experience/Skills

- Bachelor's or Master's degree or currently pursuing degree in related field
- Must be self-directed and proactive, highly organized, computer literate, outgoing, and able to think on your feet
- Must possess strong written, verbal, research, and interpersonal skills
- Must be proactive about administrative office tasks, as well as eager to engage with the public onsite, both with utmost professionalism
- Graphic design skills (Photoshop, Illustrator, InDesign), as well as knowledge of social media platforms, new technology, Microsoft Outlook, and traditional marketing are all a major plus
- Familiarity with survey software such as SurveyMonkey a plus
- Some experience in live event execution is preferred
- Knowledge of and a keen interest in the arts and New York City Arts scene

Schedule

- Anticipated Start Date: September 8, 2014
- 2-5 days per week in office, some weekend availability (flexible based on individual's schedule). May need to travel to Spaceworks project sites throughout New York City
- Additional availability may be needed.

How to Apply

Email jobs@spaceworksnyc.org with subject line: Fall 2014 Intern. Please prepare a brief cover letter including all pertinent background info, career objectives, and anything else relevant in the body of the email and attach resume. Only those candidates selected for an interview will be contacted. No phone calls.