

**Development/Special Events Intern**

CPR: Center for Performance Research

Reports to: Ben Pryor, Director of Operations

Status: Part-time 15-20 hours a week, unpaid.

Deadline: ASAP

CPR is the singular new development for the performing arts in Brooklyn's first L.E.E.D. certified green building. This 4,000 square foot arts facility aims to provide affordable space for rehearsal and performance, innovative arts programming, education and pedagogical engagement with the communities of New York City and abroad.

CPR is seeking a Development/Special events intern to assist with all aspects of coordinating events, including: donor cultivation and acknowledgement, in kind solicitation, marketing and production. Ideal for an undergraduate or graduate student who wants to gain experience in public relations and development. Additional projects related to CPR programs and events may be assigned as appropriate to the intern's interests and abilities.

Interns should be able to work 2-3 days a week. Interns must have excellent written, oral and people skills, and an interest in contemporary art/dance. The development/special events intern should also have excellent computer skills, exceptional organizational abilities and independent initiative, ability to prioritize tasks and work accurately under deadlines, and ability to work well collaboratively and independently

A minimum of a three-month assignment is desired. Academic credit can be arranged with an intern's college or university.

Please email a cover letter and resume to Ben Pryor at [ben@cprnyc.org](mailto:ben@cprnyc.org) "Development/Special events Intern" in the subject line. No phone calls please. Only applicants invited to interview will be contacted.

Website: <http://www.cprnyc.org/>