

THE TRUST FOR GOVERNORS ISLAND

Events and Production Intern, The Trust for Governors Island

The Trust for Governors Island (“the Trust”) is seeking a highly motivated, organized, and energetic Events and Production Intern for summer 2017. The Intern will report to the Assistant Director of Special Events & Public Programming, and support in the logistical planning and on-site administration for 2017 seasonal events on Governors Island.

Key Responsibilities:

- A. Liaise with seasonal programmers
- B. Provide on-site production support for events and special programs
- C. Liaise with GI facilities and grounds team
- D. Liaise with food vendors regarding on-site and logistical issues.
- E. Provide production and event planning support to GI events team on a wide range of programs
- F. Assist in crowd control and way finding

Special Projects:

- A. Be on-site for all weekend programming, including concerts, performances, festivals, etc.
- B. Act as a GI site manager and contact for event organizers
- C. Conduct walkthroughs with programmers before and after events to evaluate site needs and conditions
- D. Get your hands dirty where needed

Key Qualifications:

Education level required:

- College student or recent grad with an interest or experience in event production. A background in public program administration, performance, music and event production desired. A drivers license a plus.

Skills desired:

- A people person with strong communication skills
- The ability to think quickly on your feet and problem solve in the field
- Cool under pressure, with the confidence to dive in where needed
- A diplomatic agility and ability to handle multiple personality types in both low-key and high stress situations
- A highly organized multi-tasker, with the intuition to know when to seek assistance from others
- Excitement to work outside in the summer months, and endurance to work long days and after hours
- Not afraid of physical work

Location and Timing:

The internship will be located on Governors Island, which is accessed by a short ferry ride from Lower Manhattan. Preference is for candidates who are available for three ten hour days, Friday – Sunday or Saturday – Monday (30-35 hours total). Possible after hours or overnight production support for events team may be needed. Internships are approximately three to four months.

Background:

Governors Island is a very special place; the Island created by and for New Yorkers. Once off limits to the public, it is now a key element in the future of economic development and recreation for the City.

Arriving by boat, visitors coming to the Island encounter the Statue of Liberty, the Harbor, a unique Historic District, and now a spectacular new park. More than two-dozen historic houses as well as acres of green spaces are filled with art, cultural, and recreational experiences to discover. In addition to making the Island a resource for New Yorkers, The Trust has also executed an ambitious capital program including major investments in infrastructure and open space.

In the coming year, The Trust expects to begin the next chapter in the Island's redevelopment by seeking new tenants, and beginning to cement in place the Island's role as a lasting asset for the City and the region.

About the Trust for Governors Island

The Trust for Governors Island is the nonprofit corporation created by the City of New York that is responsible for the redevelopment and operations of 150 acres of Governors Island. The Trust's mission is to transform Governors Island into a vibrant year-round resource for New York City, making the Island a destination with extraordinary public open space, as well as education, not-for-profit, and commercial facilities. The remaining 22 acres of the Island is designated the Governors Island National Monument and is overseen by the National Park Service.

The Trust for Governors Island does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor. For more information about Governors Island, visit <https://govisland.com>.

To Apply

Please submit your cover letter and resume to Elisabeth Velez at evelez@govisland.nyc.gov, with “Programming Intern” in the subject line.

