



ARTS ADMINISTRATION INTERN BROOKLYN, NY

The Knights, an orchestral collective based in Brooklyn, seek an Arts Administration Intern dedicated to building hands-on, wide-ranging experience in the field of arts management and, more specifically, classical and contemporary live music. The successful candidate will collaborate in-depth on a variety of projects essential to the management of “one of Brooklyn’s sterling cultural products... known far beyond the borough for their relaxed virtuosity and expansive repertory” (*New Yorker*). We are also a pretty fun group of people.

This is a part-time, unpaid internship for 15-20 hours a week that provides intensive, multifaceted training in arts administration. The candidate will work closely with the Executive Director, General Manager, Administrative Coordinator, and the Artistic Directors of The Knights. The position is currently open for both the Fall and Spring semesters. The office is based in the Windsor Terrace neighborhood of Brooklyn.

RESPONSIBILITIES INCLUDE:

Marketing:

Assist Communications Coordinator with development and execution of the orchestra’s ongoing Marketing strategy, specifically focused on our first Brooklyn season. Tasks may include:

- creation and scheduling of social media posts
- assistance with upcoming photo shoot
- compilation of press releases, media reviews, and other materials

Development:

Assist Executive Director with research and preparation of materials. Tasks may include:

- assistance with fundraising special events, including Opening Night
- fund management through database analysis and maintenance
- drafting grant proposals, acknowledgements, and solicitation letters

Operations:

Assist the Administrative team in concert production and tour preparation. Tasks may include:

- helping to prepare musician parts and folders
- drafting tour itineraries
- researching performance venues, rehearsal spaces, and touring hotels and transportation
- assisting with rehearsal set-up and management

QUALIFICATIONS: Bachelor’s degree (at least in progress); familiarity with word processing, spreadsheets, and other office software; excellent attention to detail; ability to multi-task; basic knowledge of classical music. Knowledge of Patron Manager, MailChimp, Acrobat Pro, and Photoshop are a plus.

PLEASE SEND RESUME AND COVER LETTER TO INFO@THEKNIGHTSNYC.COM.

ABOUT THE KNIGHTS:

The Knights are an orchestral collective, flexible in size and repertory, dedicated to transforming the concert experience. Engaging listeners and defying boundaries with programs that showcase the players' roots in the classical tradition and passion for musical discovery, The Knights' 2016-17 season kicks off with a performance at Prospect Park's Celebrate Brooklyn! with the indie band Dr. Dog, followed by a residency at the Skaneateles Festival in upstate New York. The Knights' 2016-17 first home season, in residence at the multi-disciplinary Brooklyn venue BRIC, features an evening concert series and a family matinee series throughout the year. October's program includes Master Peter's Puppet Show with live illustrations and animation by artist Kevork Mourad; December celebrates a Brooklyn Schubertiade, showcasing local artists in an intimate salon evening of art, poetry, and music; February's program highlights the world premiere of a new work by Andy Akiho, winner of the 2015 Rome Prize; and April features a sampling of The Knights' Europe Tour prior to their departure to France and Germany. In Spring 2017, The Knights will also release their new album, featuring Yo Yo Ma on cello, with works by Osvaldo Golijov, Dvorak, and Sufjan Stevens.

Over recent seasons, The Knights have experienced exponential growth, both artistically and administratively. The orchestra has appeared at the Tanglewood and Ojai Music Festivals, and collaborated with Yo-Yo Ma, Itzhak Perlman, Dawn Upshaw, Jeremy Denk, the Mark Morris Dance Group, and the Joshua Redman Quartet, among others. Recordings include *the ground beneath our feet*, a live album released in January 2015 on Warner Classics featuring Stravinsky's *Dumbarton Oaks* and original works by members of the ensemble, an all-Beethoven disk released in 2013 on Sony Classical (the orchestra's third project with the label), and 2012's "smartly programmed" (*NPR*) *A Second of Silence* on Ancalagon Records.

The Knights evolved from late-night chamber music reading parties with friends at the home of violinist Colin Jacobsen and cellist Eric Jacobsen. The Jacobsen brothers, who are also founding members of the string quartet Brooklyn Rider, serve as artistic directors of The Knights, with Eric Jacobsen as conductor. In December 2012, the Jacobsens were selected from among the nation's top visual, performing, media, and literary artists to receive a prestigious United States Artists Fellowship.

The Knights' roster boasts remarkably diverse talents, including composers, arrangers, singer-songwriters, and improvisers, who bring a range of cultural influences to the group, from jazz and klezmer to pop and indie rock music. The unique camaraderie within the group retains the intimacy and spontaneity of chamber music in performance.

Learn more at theknightsnyc.com.