

A Benefit for East Side House

THE WINTER SHOW

The Winter Show 2025 Summer Internship Program

The Winter Show is the leading art, antiques and design fair in America, featuring more than 70 of the world's leading experts in the fine and decorative arts. Held at the historic Park Avenue Armory in New York City, the fair highlights a dynamic mix of works dating from ancient times through the present day and maintains the highest standards of quality in the art market.

All net proceeds from The Winter Show benefit East Side House Settlement, a nationally recognized community-based organization in the South Bronx. Interns will develop hands-on experience and detailed insight into the operation of a major international fair and charity benefit that has raised millions in critical funds for its beneficiary.

The Winter Show is looking for summer interns to assist with operations leading up to our 72nd Edition of the Show in January 2026.

Interns will work with our team on all aspects of the show behind the scenes, providing administrative support for operations/logistics, exhibitor and audience outreach, event planning and production, fundraising initiatives, content development and deployment, and more. A 24- to 30-hour weekly commitment is required.

Specific tasks will vary depending on the Show's needs. Potential tasks include, but are not limited to:

- Assisting in day-to-day office/Show operations
- Collecting, organizing, and tracking incoming files and update databases
- Communicating with exhibitors, vendors, and Show partners
- Assisting with the development and deployment of content for social media, the Show's website, and printed materials
- Assisting with the production of the Show's catalogue and other printed collateral
- Conducting research and assisting with special projects as needed
- Assisting with planning for special events and on-site initiatives
- Assisting with digital and physical mailings to exhibitors, museum partners, etc.
- Updating and creating documents/forms for use during the run-of-show

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Production & Event Management Interns

Production & Event interns will report to the Project Manager & Executive Director and be responsible for assisting with all aspects regarding public programs and events at the Show including:

- Opening Night Party
- Young Collectors Night
- Connoisseurs Night
- Panel Discussions
- Safety Protocol Research and Implementation
- Vendor Research (coat-check companies, equipment rental companies, A/V companies, film crews, etc.)
- Update Exhibitor Manual
- Update Production Schedule

Communications & Marketing Interns

Communications & Marketing interns will report to the Project Manager & Executive Director and assist in promoting the Show and liaising with our PR team and exhibitors to get materials/images/information needed for newsletters, social media, press materials, etc.

- Audience Development
- Social Media: Instagram (stories & timeline, engage with followers / exhibitors / partners), Facebook, and LinkedIn (shot lists to be shared by management)
- Database Maintenance
- Newsletter Development (preparing materials and drafting copy for weekly Show newsletters in Brevo)

Qualifications

- Background in Art Business, Art History, Arts Administration and relevant fields preferred, but not required
- Attention to detail is critical
- Strong organizational skills and ability to multitask
- Able to perform under stress
- Fluent in English with excellent verbal and written communication skills
- Flexible and highly motivated self-starter
- Proficiency in Microsoft Office Suite
- ADOBE Creative Suite proficiency preferred, but not required
- Positive and professional demeanor

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Please email resume and cover letter to **office@thewintershow.org** with the subject line “**TWS 2025 Summer Internship**” by **Monday, May 5, 2025** and indicate whether you are interested in the Production & Event Management or Communication & Marketing positions.