Artist Engagement Intern – Job Description

12-20 hours/week, July-December 2017

Artist Trust is a not-for-profit organization whose sole mission is to support and encourage artists working in all disciplines in order to enrich community life throughout Washington State. Artist Trust is recognized as a national model for direct funding and professional development of working artists and has invested over $10 million in individual artists throughout the state since its inception in 1986.

Internship Summary: The Artist Engagement Intern serves an important support role for Artist Trust’s programming team in providing career training and grantmaking support for artists in the state of Washington. The Artist Engagement Intern will assist the Programs team with direct promotion around programming, researching and engaging different communities of artists, and delivering support during events as necessary. This is a good opportunity for emerging arts administrators looking to explore the arts service sector while building professional connections across Washington State. The responsibilities, benefits, and required skills and qualifications for this internship include:

Responsibilities

• Assist with planning of engagement and artist support programming;
• Assist with delivery of occasional daytime and evening programming (approx. 4 evenings/month);
• Work with Program Director and Artist Liaison to plan future strategic engagement opportunities with artists;
• Research and expand web-based resources, including proactively seeking support materials for artists;
• Input program attendees into Raisers Edge and analyze trends in the data;
• Provide support for events;
• Other special projects as assigned.

Benefits

• Gain experience and knowledge of arts administration;
• Exposure to the ins and outs of running statewide arts programs, including occasional statewide travel (day trips);
• Networking opportunities in the arts and nonprofit sector;
• Gain experience with Raiser’s Edge, Expression Engine, MailChimp, Submittable, and Adobe programs;
• Develop event management skills;
• Access to Artist Trust programs, workshops, and events;
• Work with a knowledgeable and ambitious team of nonprofit professionals;
• A letter of recommendation / reference upon successful completion of the internship.

Skills and Qualifications

• Excellent verbal and written communication skills;
• Strong attention to detail;
• Proactive problem-solving skills;
• Enthusiasm and willingness to engage with the public on behalf of AT;
• Strict adherence to professional discretion and confidentiality;
• A passion for the arts or an interest in arts administration;
• Ability to work both independently and as part of a team;
• A sense of humor;
• Ability to commit to a six-month internship at 12-20 hours each week.
• Note: Applicants need not be enrolled in or a graduate of a college degree program.

Compensation

The Artist Engagement Intern will receive a $1,000 travel stipend after successful completion of a six-month internship (unless contracted through a university as a work study student).

To Apply – preference given to applications received before 6/12/2017

Please email the following to internhiring@artisttrust.org with “Artist Engagement Intern” in the subject line: Letter of Interest describing qualifications and what you will bring to the position; résumé; three professional references with contact information.

Artist Trust is an equal opportunity employer and complies with all EOE and ADA requirements. We are committed to employing a racially diverse workforce. People of color, transgender and gender-nonconforming people, people with disabilities, and low-income people are encouraged to apply.