Artist Support Program Intern -- Job Description
6 month internship July-Dec
12-20 hours/week

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 Support Program Intern reports to the Artist Support Program Coordinator to streamline business practice workshops, webinars, data entry, and sustain online resources and ongoing research projects. The Artist Support Program Intern also periodically works with the rest of the program team to provide support with the organization’s eight grant programs and overall mission. This internship is recommended for candidates looking for experience in an office environment and learning administrative skills at an arts non-profit. The responsibilities, benefits, and required skills and qualifications for this internship include:

Responsibilities
• Develop, update, and manage the Artist Trust Opportunities, Events, and Resources web pages;
• Assist with preparation and evaluation of business practice programs;
• Attend weekly meetings and give updates on progress;
• Research, evaluate, and expand web-based resources, including support materials for artists;
• Assist with grant selection panel preparation and notetaking;
• Coordinate logistics for fall programming;
• Maintain tracking and evaluation records;
• Other special projects as assigned.

Benefits
• Gain experience and knowledge of arts administration and programming strategies;
• Opportunities to attend community art events and equity trainings;
• Exposure to the ins and outs of running statewide arts programs;
• Networking opportunities with industry professionals in the arts and nonprofit sector;
• Learn professional development skills through monthly intern program;
• Gain experience with Raiser’s Edge; Expression Engine; Submittable; and Adobe programs;
• Develop event preparation, management, and evaluation skills;
• Learn what makes a successful grant application and learn about the grant panel process;
• Access to Artist Trust programs, workshops, and events;
• Work with a knowledgeable, fun, 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;
• Confidentiality and comprehensive notetaking during grant panel discussions;
• Strong attention to detail and organization;
• Previous experience in office setting is preferred, but not required;
• A passion for the arts and an interest in arts administration;
• Ability to work both independently and as part of a team;
• A sense of humor and able to work in an open office environment;
• Ability to commit to at least a six-month internship;
• Note: Applicants need not be enrolled in or a graduate of a college degree program.

Compensation
Intern will be rewarded a $1,000 stipend after successful completion of a six-month internship, unless contracted as a work study student through a university.

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

Please email the following to internhiring@artisttrust.org: 1) Letter of Interest describing qualifications and what you will bring to the position 2) résumé 3) 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.