Grants to Artists 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 Grants to Artists Program Intern serves an important support role for Artist Trust’s programming team in providing career training and grantmaking programs for artists in the state of Washington. The Program Intern will manage intake of grant applications and assist with grant selection panels, reporting to the Program Director and Program Coordinator to maintain the integrity of grantmaking programs, and ensure database accuracy. The responsibilities, benefits, and required skills and qualifications for this internship include:

Responsibilities
• Assist with processing grant applications;
• Assist with grant selection panel preparation;
• Work with Program Director and Program Coordinator to update grant guidelines;
• Research and expand web-based resources, including digitization of grants and other support materials for artists;
• Maintain and update tracking and evaluation records;
• 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 state-wide arts programs;
• 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;
• Learn what makes a successful grant application;
• 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;
• A knack for crunching numbers and representing data in Excel;
• 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 at least a six-month internship.
• Note: Applicants need not be enrolled in or a graduate of a college degree program.

Compensation
The Program Intern will be rewarded a $1,000 stipend after successful completion of a six-month internship.

To Apply – preference given to applications received before 6/12/2017.
Please email the following to internhiring@artisttrust.org with “Grants 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.