

Reports to: Consulting Team
Position Description: Intern
Position Type: Part-Time/Temporary

Organization Summary

Artspace is America's leading developer of arts facilities. Over the last 30 years we have completed 52 major arts projects that contain more than a thousand affordable residences – each with extra space for a built-in studio – for artists and their families and provide more than a million square feet where artists and arts organizations work, teach, exhibit, rehearsal, perform, and conduct business.

Artspace is seeking a part-time intern, for a three-month position, to work with the Consulting and Strategic Partnerships team. The consulting area of Artspace works with cities and organizations to help advance their goals of creating affordable space for artists, creatives, and organizations.

Job Responsibilities

- Research assistance to support the writing of reports, reporting on arts market surveys, and compiling information about trends in the field.
- Participate in consulting visits, conference calls, and planning sessions.
- Report layouts and material creation
- Administrative duties, including such tasks as scheduling, data entry, phone and email correspondence, filing, and client invoices.
- Other duties as assigned.

Learning Opportunities

- Be a part of a non-profit mission-based organization that is a national leader in arts facility development and the creative placemaking movement.
- Meet leaders from local and national arts and cultural organizations.
- Learn about residential and commercial space considerations for the creative sector.

Skills

- Excellent interpersonal and communication skills, including oral and written.
- Experience in database management and general administration.
- Detail-oriented individual with the ability to self-manage multiple projects and deadlines simultaneously.
- Proficiency with Mac-based Excel, Word, PPT, and Adobe InDesign
- Availability for some evenings and potential travel.

Deadline to apply: Monday, May 6, 2019

Pay Rate: \$15/hour, 20 hours per week

Terms of Position: May 2019 – September 2019 (with possibility to extend)

Send cover letter and resume via e-mail with subject line “2019 Consulting Internship” to:

Lyndsey Shrader
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Artspace is an Equal Opportunity Employer