

ARTTABLE

Position: ArtTable Communications Intern | Winter/Spring 2018

ArtTable, the foremost professional organization dedicated to advancing the leadership of women in the visual arts, is seeking a **Communications Intern** for **Winter/Spring 2018**.

Through our national network of 1,200+ members and community initiatives, ArtTable expands opportunities for women from diverse backgrounds and at all stages of their careers, fostering a stronger future for all women in the arts.

ArtTable Interns are exposed to a breadth of female leaders in the visual arts and have the opportunity to learn about job opportunities in the field while gaining skills in non-profit management. Interns work directly with ArtTable's staff, including development, membership, communications, programs, finance, and community initiatives. The Communication Intern will gain valuable experience in planning and implementing organizational and programmatic communication. The ideal candidate is enthusiastic, dedicated, and hardworking. They should be able to multitask, prioritize, and feel comfortable working independently.

This internship offers a modest stipend, academic credit is also available.

Responsibilities:

- Assisting with content creation for social media
- Assisting in website management
- Drafting, editing, and proofing marketing materials
- Assisting with the publicity and documentation of programs and special events in New York
- Fielding general inquiries about events, member website access, and membership requirements
- Assisting staff in a variety of administrative tasks including mailings, outreach to members, filing, office management, and data entry

Required Skills

- An interest in arts administration and knowledge of the art world
- Strong knowledge of Microsoft Office, especially Excel. Experience with Adobe Photoshop and/or InDesign is a plus
- Previous administrative and event production experience
- Excellent organization and time management skills
- Strong attention to detail
- Good interpersonal skills and comfortable phone manner
- Ability to work individually on own initiative and as part of a team
- Strong writing and research skills

We encourage undergraduate and graduate students to apply. International applicants will be considered but must make their own visa, travel, and accommodation arrangements. We are looking for interns to commit to a minimum of two days a week for the academic semester. University credit is available, and a modest stipend will be provided. Our office is located in Midtown and our hours are Monday through Friday, 10am- 6pm. **This position is available immediately.**

To Apply: Send cover letter and resume as one PDF with your full name in the document title to HR@arttable.org with the subject line: "Communications Intern". Please include days of availability. No phone calls please.