

# ARTTABLE

## Position: ArtTable Development and Programs Intern | Spring 2019

ArtTable, the foremost professional organization dedicated to advancing the leadership of women in the visual arts, is seeking **Development and Programs Intern** for **Spring 2019**.

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 Development and Programs Intern will gain valuable experience in fundraising and program management. 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 as well as academic credit.

### Responsibilities:

- Conduct research, collect and compile data, and create reports for various fundraising initiatives, programs, and archival purposes
- Assist with early preparations for the 26th Annual Benefit, which will take place in April 2019
- Assist with logistics, marketing and publicity for programs and events in New York
- Manage donor records and mailing lists in ArtTable's member database
- Manage and monitor program attendance, both locally in New York and remotely for other ArtTable chapters
- Answer general inquiries about events, member website access, and membership requirements
- Assist 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 preferred for participation in this internship program a modest stipend will be provided. Our office is located in Midtown and our hours are Monday through Friday, 10am- 6pm. **To Apply:** Send cover letter and resume as one PDF with your full name in the document title to [HR@arttable.org](mailto:HR@arttable.org) with the subject line: "Development and Programs Intern". Please include days of availability. No phone calls please.