



2019 SUMMER ARTS ADMINISTRATION INTERNSHIP

Mid Atlantic Arts Foundation (MAAF), established in 1979, is one of six Regional Arts Organizations in the United States created to promote and support multi-state arts programming. Today, MAAF provides programs and services to a jurisdictional region that includes Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, the U.S. Virgin Islands, Virginia, and West Virginia; as well as working nationally and internationally. Among its many services, MAAF helps administer the Individual Artist Fellowship programs on behalf of the Delaware Division of the Arts and the New Jersey State Council on the Arts. These programs recognize artists in their respective states working in the literary, performing and visual arts with awards based solely on artistic excellence. MAAF is currently seeking a qualified individual interested in gaining knowledge in the nonprofit arts field and assisting with the administration of the Individual Artist Fellowship programs to serve as Summer Arts Administration Intern.

The intern is provided with a stipend of \$1,800 and receives up to \$10 in reimbursement per scheduled workday for the cost of mass transportation or parking.

Under close supervision by MAAF staff, the intern will gain an understanding of the grantmaking process for individual artists and have a chance to interact with artists from a range of disciplines. They have primary responsibility for, or participate in: receiving applications and reviewing for completeness, providing technical assistance for applicants, contacting applicants for supplemental materials, and assisting in preparations for panel review. The intern will also receive a broad introduction to other functions of the organization and may have the opportunity to assist other program officers with special projects. The intern will have the opportunity to attend staff meetings, workshops, and other educational activities when feasible.

Mid Atlantic Arts Foundation interns are not considered eligible for any program administered by MAAF for the duration of their internship.

REQUIREMENTS

The internship begins in early July 2019 and continues through late August 2019. The intern must commit to working 20 hours per week for the duration of the eight-week internship.

QUALIFICATIONS

Strong applicants will have a demonstrated interest in the arts, possess tact, good verbal and written communications skills, be organized, and will have the ability to work well with a diverse group of constituents. A familiarity with basic computer applications is required, including proficiency in Word, Excel, and Outlook; and experience conducting Internet-based research. Coursework or experience in the fields of arts administration or in the arts is strongly preferred. Data entry or other relevant experience using data collection software is a plus.

APPLICATION DEADLINE

To be considered for the internship, all application materials must be received by March 22, 2019.

HOW TO APPLY

Interested candidates should send a cover letter stating their reason for applying and goals for the internship along with a résumé, and contact information for two professional or academic references. Supplemental materials that may strengthen application are not required, but will be accepted.

Application materials should be sent via email to Kimberly Steinle-Super, Program Officer, Fellowships & Visual Arts, at Kimberly@midatlanticarts.org, with the subject line: "Internship Application: [Candidate's first and last name]".

All candidates will be notified of the status of their applications via email once the review process has concluded.