



[2020 ARTS ADMINISTRATION INTERNSHIP - FELLOWSHIPS & JAZZ](#)

Duration: Mid-June 2019 through late August 2019 (208 hours total, typically 20 hours per week for 10-11 weeks)

Compensation: \$2,225 stipend; up to \$50 per week in reimbursement for the cost of mass transportation or parking

Location: 201 N. Charles Street, Suite 401, Baltimore, MD 21201

About Mid Atlantic Arts Foundation

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. Our work is focused on performing arts touring, jazz, support for individual artists, and international cultural exchange.

About the Position

Internships at MAAF are designed to offer hands-on experience administering grants to artists working in a broad range of visual, performing, and literary artistic disciplines through the Individual Artist Fellowships program, in addition to immersion in a specialized area of focus which rotates annually.

MAAF is currently seeking a qualified individual to serve as the **2020 Arts Administration Intern - Fellowships & Jazz**.

Mid Atlantic Arts Foundation interns are not considered eligible for any program administered by MAAF for the duration of their internship and are required to adhere to a Conflict of Interest Policy.

Equal Employment Policy

MAAF believes strongly in the principle of equal employment opportunity. MAAF does not discriminate against interns, employees, or applicants on the basis of race, color, religion, national origin, sex, sexual orientation, gender, marital status, pregnancy, age, disability, veteran or family status, or any other characteristic protected by law. This includes equal treatment in recruitment, promotion, reassignment, training, placement, working conditions, compensation, and discipline.

Responsibilities

- **Individual Artist Fellowships (60%)**
The intern will gain an understanding of the grantmaking process by assisting with the administration of the New Jersey State Council on the Artist Individual Artist Fellowship program, managed by MAAF in partnership with the state arts agency. Interns will 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.
- **Jazz Programming (30%)**
The intern will work directly with the program manager to assist with various projects related to MAAF's Jazz Touring Network program.
- **Professional Development Opportunities and Special Projects (10%)**
The intern will have the opportunity to attend staff meetings, workshops, and other educational activities when feasible.

Work Environment

This is a largely sedentary role, with most of the duties performed on a computer and/or phone. This role routinely uses standard office equipment such as computers, phones, and printers. Workspaces are able to accommodate a wheelchair.

Qualifications

Internships are open to current undergraduate and graduate students as well as individuals who have recently completed their course of study. Strong applicants will have a demonstrated interest in the arts, good communication skills, be organized, committed, and have the ability to work well with a diverse group of constituents. Coursework or experience in the fields of arts administration or in the arts is strongly preferred.

Previous experience or interest in Jazz is not required but strongly preferred. Applicants are encouraged to discuss their connection to Jazz in their application materials.

A familiarity with basic computer applications is required, preferably with proficiency in Word, Excel, and Outlook; and experience conducting Internet-based research. 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 8, 2020**.

How To Apply

Interested candidates should provide the following materials:

1. Written **résumé** or **curriculum vitae**
2. A written **cover letter** stating the reason for applying and goals for the internship. In addition to a cover letter, applicants may choose to submit an **optional video introduction** no longer than 5 minutes in which they further discuss their goals, background, and interests.
3. **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]".

NOTE: Do not send video files as email attachments. Please submit videos as private links to YouTube, Vimeo, Dropbox, or Google Drive. If we are unable to access your video, it will not be considered as part of the application.

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