2021 Arts Administration Internship - Fellowships & Performing Arts

Start and End Dates: June 7 – August 27, 2021 (on break July 5 – 9)
Commitment: Part time (220 hours total, typically 20 hours per week)
Compensation: $2,750 stipend
Location: Virtual

Application Deadline: Sunday, April 4, 2021

About Mid Atlantic Arts
Mid Atlantic Arts is a 501(c)(3) non-profit organization established in 1979 to promote and support multi-state arts programming. As one of six Regional Arts Organizations in the U.S., Mid Atlantic Arts provides grant 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, folk and traditional arts, and international cultural exchange.

Mid Atlantic Arts is an Equal Opportunity Employer and is committed to building an inclusive working environment that supports a diverse community of staff. We strongly encourage Black, Indigenous, people of color, and people with disabilities to apply.

About the Position
Internships at Mid Atlantic Arts 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 secondary area of focus which rotates annually. The intern responsibilities are as follows:

- **Individual Artist Fellowships (65%)**
  The intern will gain an understanding of the grantmaking process for individuals by assisting with the administration of the New Jersey State Council on the Artist Individual Artist Fellowship program, managed by Mid Atlantic Arts in partnership with the State Arts Council. Interns will provide support with reviewing incoming applications for eligibility and completeness, providing technical assistance for applicants, contacting applicants for corrected materials, and assisting in preparations for panel review.

- **Performing Arts Programming (25%)**
  The intern will also have an opportunity to learn about organizational grants by working with the Program Officer, Performing Arts, to assist with the eligibility review of applications submitted to the Special Presenter Initiatives and Mid Atlantic Tours programs.

- **Professional Development Opportunities and Special Projects (10%)**
  The intern will have the opportunity to attend staff meetings, workshops, and other educational activities when feasible.

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

A familiarity with basic computer applications (preferably with proficiency in Word, Excel, and Outlook) and experience conducting Internet-based research are required. Data entry or other relevant experience using data collection software is a plus.

Previous experience or interest in the performing arts is preferred but not required. Applicants are encouraged to discuss their connection to the performing arts in their application materials, if applicable.

Virtual Work Environment Considerations
Mid Atlantic Arts offices are located at 201 N. Charles Street in downtown Baltimore, Maryland. However, the organization is currently operating remotely until it is determined that a safe return to the office is possible. Due to the evolving conditions of the pandemic, the 2021 Arts Administration Internship will be offered virtually and is open to candidates anywhere in the U.S. Please keep in mind:

- The intern will be required to use their personal computer, phone, and internet connection in order to participate in the internship but will be provided with virtual access to the necessary software and technical support.
- Interns will be expected to work during Mid Atlantic Arts’ standard operating hours (Monday – Friday, 9am – 5pm Eastern Time).
- If the intern is located locally and conditions permit, the intern may have the opportunity for an occasional office visit over the course of the summer to meet staff in person.
- For more information about the accessibility of Mid Atlantic Arts’ software platforms, please visit the Microsoft 365 and SmartSimple websites. Automated captioning is available for virtual meetings through Microsoft Teams. For other accessibility questions, please contact Kimberly Steinle-Super at Kimberly@midatlanticarts.org.

How to Apply
Interested candidates should submit the following materials for consideration no later than Sunday, April 4, 2021:

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.