



# VIA Art Fund Internship Program

## Purpose of the Program

The purpose of VIA's internship program is to offer individuals involved in or interested in the contemporary art community the opportunity to participate in the day-to-day operations of a nonprofit arts organization. Interns are an integral part of our small team, working directly on grant research and management, event planning and production, as well as communications and development. The VIA intern will have the chance to contribute and assist on meaningful projects that will provide an in-depth exposure to the work of a nonprofit arts organization.

## Responsibilities

The work that interns are asked to do varies according to the interests of the individual, as well as the organization's immediate needs, pressing projects and workflow during the time period of the internship. Because VIA Art Fund is a small organization, the work the intern is asked to do will vary as employees assist in all areas of the organization. Responsibilities include, but are not limited to:

- Assisting staff members as needed in areas of grant administration and record keeping,
- Assisting staff members as needed in areas of its partner education program including logistics, budget planning, and correspondence with patrons,
- Assisting staff members as needed in areas of corporate governance, financial budgeting, and planning,
- Assisting staff members as needed in outreach and communications including social media, website maintenance, and patron communications, and
- General office support including running errands.

## Qualifications

- Pursuing or completed B.A./M.A in Art History, or related field
- Ability to work in fast-paced work environment, multi-task, and prioritize assigned tasks
- Interest in contemporary art
- Proactive, friendly, flexible, engaged demeanor, and a sense of humor
- Strong written and verbal communication skills, meticulous and strong attention to detail, able to work independently and as a team-player

### **VIA Art Fund**

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- Fluency in Mac platform; social media platforms, proficiency with Microsoft Office (Word, Excel, etc.), and Adobe Photoshop

#### Terms

- Minimum commitment of 16 hrs per week in Summer 2018 for a minimum of 3 months
- Working hours 9AM to 5PM from our Boston-based office
- Small stipend to cover lunch and transportation costs. (If pursuing internship for school credit stipend does not apply)

#### To Apply

To apply, please send a cover letter, CV, two references, and a brief writing sample to: [awilliams\(at\)viaartfund.org](mailto:awilliams@viaartfund.org). No phone calls please.

Please make sure to indicate in your application which days of the week you are available.

