

## **INTERNSHIP at the FOR-SITE FOUNDATION**

An Internship at the **FOR-SITE Foundation** is a wonderful opportunity to get involved in the Bay Area arts community and learn about the nonprofit arts world. The FOR-SITE Foundation welcome applications from motivated students to assume duties related to the administration and programming of the organization. The internship is best suited to flexible and self-motivated individuals who are interested in hands-on involvement in arts administration and non-profit organizations as a means of preparing for future professional or leadership positions in the arts.

### **Hours:**

- The hours are flexible, dependent upon the candidate's schedule, but ideally the Intern will work one day per week from 10 a.m. to 5 p.m. for at least one academic term. Attendance at public events is at the intern's discretion.

### **Duties may include:**

- Assist staff and Board of Directors with administration
- Help define and plan ongoing FOR-SITE projects with Institutional Partners
- Assist in preparation and administration of grants for specific projects
- Research areas related to artists' work
- Perform general duties related to a nonprofit arts organization

### **Skills:**

- Macintosh skills (including Web Research and use of Word)
- Basic Photoshop knowledge preferred (will train)
- Strong writing and research skills
- Good phone and organizational skills
- Ability to work independently and multi-task
- Some knowledge of *art about place* is a plus

### **Salary:**

- Unpaid internship, educational credits

### **Benefits:**

- Experience in non-profit art administration, contacts in the Bay Area and national art community, school credit, job leads, and recommendations

### **Contact**

Please send a letter of interest, resumé, two references, and a writing sample to:

FOR-SITE FOUNDATION  
49 Geary Street, Suite 205  
San Francisco, CA 94108

No phone calls please.