**Art Administration Internship**

The Arts Administration internship is offered for individuals interested in learning the basics of running a nonprofit visual and performing arts center.

Responsibilities may include:

* Develop programming for the 2016-2017 year.
* Assisting with organizational marketing initiatives related to the SPACE programs and events through traditional press releases, print materials, email marketing, website and social media.
* Work with visual and performing artists and the presentation of their work.
* Additional projects could include Grant Writing, Fundraising, Special Events Organizing, Outreach, Networking and more.

Hours: 10-12 hours/wk minimum, schedule to be determined, some weekend/night hours required,

Duration: Internship will run for approximately 12 weeks.

Qualifications or Requirements

* Undergraduate or graduate student pursing a degree in Art or performing Arts (is that a degree?)
* Reliable, detail-oriented individual.
* An interest in non-profit and arts organizations preferred.
* Ability to deal professionally with public and business contacts.
* Excellent organization, clerical, and oral/written communication skills.
* Ability to work both independently and collaboratively and willingness to take on responsibilities and follow through on projects.

How to Apply

Please send a resume and cover letter to Carisa Fisk, at [cfisk@domaininc.com](mailto:cfisk@domaininc.com) or via mail to the SPACE, 156 High Street, New Richmond, WI 54017.