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# 2022 Community Arts & Development Internship

**Application Due:** Monday, January 3rd, 2022

**Length of Internship:** January 17 - May 31, 2022

Must be available for 2022 Auction, which is Saturday, April 9th at 7:00PM PST

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## Description:

The Community Arts & Development Intern assists in a crash course in non-profit arts operations and fundraising. The intern is instrumental in coordinating all aspects of our annual fundraiser and art auction, digital content management, database management, artist coordination, volunteer coordination, and donor fulfillment. Responsibilities of the Community Arts & Development Intern will include collecting and organizing information for the auction website; sending out event postings and calendar listings; uploading photos and text to the SoEx website; supporting the live streamed event; and data entry.


Skills needed for this position are: excellent organization, the ability to work under pressure, a general appreciation for contemporary art, and proficiency with Zoom, Gmail, Google Drive, Microsoft Word, Excel, InDesign/Photoshop, Facebook, and Instagram. You, ideally, are self-motivated, have great communication skills, and have a love for art and local artists. HTML knowledge is a plus. Must be available at least one day a week. As a major component of this internship is our 2021 Auction, candidates must be available the afternoon and evening of Saturday, April 9th, 2021, to be considered for this internship.

In addition to receiving a modest stipend, there is also ample opportunity to learn the ins and outs of grassroots fundraising and development, and learn about the many moving parts of hosting a rigorous fundraising event.

## About Southern Exposure:

Southern Exposure (SoEx) is a 47-year-old artist-centered nonprofit organization committed to supporting visual artists. Through our extensive and innovative programming, SoEx strives to experiment, collaborate and further educate while providing an extraordinary resource center and forum for Bay Area and national artists and youth in our Mission District space and off-site, in the public realm.

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The principles of Southern Exposure's internship program are to:

- Provide interns with professional experience in arts administration
- Prepare interns for, and connect them with, further opportunities within the arts, especially paid positions and leadership roles
- Actively seek out communities and experiences that are underrepresented in arts administration
- Build nurturing relationships that share knowledge in omnidirectional ways between interns, staff and other SoEx community members

All interns should be interested in working in a nonprofit arts environment, possess a commitment to equity in the arts, and have computer skills. Due to COVID-19, our staff is currently working from home, and candidates should be prepared to work from home on their own computer (if this presents a barrier to your participation, we will work to arrange the temporary loan of a laptop).

Skills needed:

- Attention to detail
- Ability to follow instructions
- Excellent written and verbal communication skills
- Ability to self-direct and follow through with long-term projects;
- Knowledge of contemporary artistic practices;
- Working knowledge of Apple computers and Gmail. Experience with Google Drive, Google Sheets, Google Docs, InDesign/Photoshop, Facebook, and Instagram is helpful.

Compensation and Expectations:

At this time, we can offer a \$1,500 stipend per intern for the duration of the internship. We are happy to partner with schools and community organizations to provide further stipends or course credit. We are dedicated to providing professional development toward our interns goals. Interns are expected to work 8-10 hours per week across 1-3 days each week.

## Expected Duties

- Proofreading: Coordinate and proofread artist bios and artwork descriptions
- Artist communication: Collect artist W-9s, confirm addresses, send event information, etc.
- Webstore support: Collect, edit, and upload photos for online platform and gallery

- Data Management and Post-Auction Thank You's:
  - Document 2022 Auction Sales and Donations
  - Support Development for acknowledgements
- Shipping and Fulfillment:
  - Audit Auction Inventory
  - Coordinate with Development Coordinator to organize buyer shipping information
  - Assist with art delivery and pickup
- Website Support:
  - Support Development Coordinator with website development and design
- Event Support:
  - Coordinate all aspects with Development Coordinator of live Auction Event including:
    - Food and Beverage
    - Decoration
    - Volunteer Coordination
    - Check In and Cashier Set up
- Volunteer Coordination:
  - Create calls for volunteers
  - Manage volunteer duties
- Administrative Tasks:
  - Database administrator for Civi, our Customer Relationship Management (CRM) system
  - Data management in Google Sheets

#### Application instructions:

Please send a current résumé that reflects any relevant experience and skills, along with two professional references (contact information only, no reference letters required) and a cover letter that explains what you will bring to the position and what you hope to gain as an intern to [sharmi@soex.org](mailto:sharmi@soex.org). Please apply by January 3, 2021 for full consideration.