

August 2nd, 2018

The New York Art Residency & Studios (NARS) Foundation is looking for interns for Fall 2018!

The New York Art Residency & Studios (NARS) Foundation is a non-profit arts organization, committed to supporting artists and curators on an international level, as well engaging the local community in South Brooklyn and the Greater New York City area. NARS provides an array of professional development opportunities for emerging and under-represented artists through short-term residency programs, affordable long-term studio spaces, progressive exhibition programs, and engaging public programs that foster global understanding and dynamic cross-cultural dialogues. These services operate in conjunction with our education and community outreach initiatives to promote greater accessibility to contemporary art for the underserved local community in South Brooklyn.

The internship is unpaid, but school credit is offered. As part of a small and dedicated staff, our interns play a key role in the organization's core artist residency, exhibitions and education programs and have the opportunity to present ideas, develop capacity, and support the creation and presentation of art.

DUTIES:

- + Provide general administrative support for International Artist Residency Program.
- + Work with Program Manager and Program Coordinator on all aspects exhibition-making, including liaising with artists, cataloging work, and creating checklist/pricelist
- + Design marketing, promo, and social media material
- + Support coordination of special events and provide logistical support for exhibitions and benefit
- + Assist in facilitation of the International Residency Artists' weekly studio visits, communal events, and tours
- + Assist with social media and press outreach to promote our events, artists, and mission
- + Some grant research and development support for fundraising events
- + Research and compile weekly list of art events throughout New York City and email to Residency and Studio Artists
- + Other administrative duties as needed

DOES THIS SOUND LIKE YOU?

You are interested in working directly with artists and want to learn more about non-profit programming. You would like to gain experience and strengthen your skills in artist development support. You are a self-starter who can recognize a problem and tackle it with minimal assistance. You possess meticulous attention to detail and superior communication skills. You have a strong grasp of social media platforms, including Facebook, Twitter, Instagram, and Tumblr. You know the ins and outs of graphic design / photography / videography. Experience with HTML preferred. You're handy: you know how to work a drill, use a level, or wield a paintbrush - and can help with the physical side of exhibition installation. That's a plus!

Interviews will begin the week of August 13th, 2018. Internships begin the 1st week of September, 2-3 days/week. Some evenings and weekends for openings, workshops, and special events.

TO APPLY:

Send a resume, brief cover letter, and your availability, as a single combined PDF outlining your interest in working in a small arts organization to: hr@narsfoundation.org

Tell us what you're looking for in an internship and why you want to work at NARS Foundation. Be creative! Show us who you are. Include a link to your website or examples of design, blog posts or anything else you've created that you think we should see.
Please, no phone calls or walk-ins.

Please be advised that due to the high volume of applications received, we will only contact those candidates who are best qualified for the open positions. Thank you for your interest in an internship opportunity at NARS Foundation.

www.narsfoundation.org