



VIA Art Fund: Program Intern, Summer 2019 (Paid)

About VIA Art Fund

VIA Art Fund is a 501(c)(3) nonprofit philanthropic arts organization founded by an international coalition of individuals and private foundations who believe in the central role art plays in society. VIA's activities support innovative, ambitious, and rigorous works of art and endeavors with far-reaching public impact realized in various forms including institutional production and acquisition, exhibitions, public installations, curatorial research, publications, and symposia. Since its founding in 2013, VIA has awarded over \$3 million to artists, curators, cultural institutions, publications, foundations, and biennials in the United States and worldwide, and has gifted 15 works of art to U.S. museums. Funding artists, curators, and arts organizations around the world, VIA awards grants in three categories – Artistic Production Grants, Incubator Grants, and an annual Curatorial Fellowship grant – that exemplify VIA's core values of Artistic Production, Thought Leadership, and Public Engagement.

Purpose of the Program

VIA's internship program offers a unique immersion in the world of contemporary arts philanthropy. Individuals involved in or interested in the contemporary art community have the opportunity to participate in the day-to-day operations of an innovative grantmaking organization. Working within a complex and fast-paced environment, interns are an integral part of our small team, working directly on grant research and management, partner education programs, as well as communications and development. The VIA intern will have the chance to contribute and assist on meaningful projects that will provide in-depth exposure to the work of a nonprofit organization operating at the forefront of contemporary arts production.

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, and workflow during the time period of the internship. Responsibilities include, but are not limited to:

- Assisting staff members as needed in areas of grant research, outreach and administration

VIA Art Fund

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- Assisting staff members as needed in areas of its partner education program including logistics, research, 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 press relations
- General office support and daily operations

Qualifications

- Pursuing or completed B.A./M.A. in Art History, or related field
- Ability to work in fast-paced environment, multi-task, prioritize and complete assigned tasks
- Interest in contemporary art
- Proactive, friendly, flexible, engaged demeanor, and a sense of humor
- Strong written and verbal communication skills, meticulous attention to detail, ability to work independently and as part of a team
- Fluency in Mac platform; social media platforms, proficiency with Microsoft Office (Word, Excel, etc.), and Adobe Photoshop

Terms: VIA Summer Internship 2019 (June – August, 2019)

- Minimum commitment: 4 days per week, 6 hours each day, for a ten-week period (exact dates flexible)
- Working hours between 9AM and 5PM in our Boston-based office
- Stipend of \$2,500 (If pursuing internship for school credit, stipend does not apply)

To Apply

To apply, please send a cover letter, CV, contact information for two references, and a brief writing sample to: hr@viaartfund.org (application deadline April 29, 2019). No phone calls please.

Please make sure to indicate in your application:

- What is the preferred timeframe of your summer internship? (include dates)
- Which days of the week are you available?

