TITLE: Intern  
LOCATION: New York City (In person and virtual: A hybrid schedule)  
TERMS: 16 hours per week, $15 per hour  
START DATE: January 2023  

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 $5 million to artists, curators, cultural institutions, publications, foundations, and biennials in the United States and worldwide, and has gifted 18 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 be exposed to, and 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
- 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 preparation of reports and planning of bi-annual Partner Meeting, including event organization, and the creation of printed materials and digital communications
• 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 Internship 2023
• Minimum commitment of 16 hours per week
• Working hours between 10AM and 6PM, Monday - Friday
• Location: New York City (In person and virtual: A hybrid schedule).
• Internship period January through December (flexible)
• Intern must be currently enrolled in a degree-granting program or have recently graduated.
• $15 per hour

* At present, VIA Art Fund requires proof of vaccination from all staff in order to provide the safest and most comfortable environment for all.

To Apply

To apply, please send a cover letter, CV, contact information for two references, and a brief writing sample to: office@viaartfund.org. Please make sure to indicate in your application:
• Which days of the week are you available?

Application deadline is December 16, 2022. No phone calls please.

VIA Art Fund is committed to ongoing and sustained equity and inclusion work. All staff are expected to be actively engaged and dedicated to upholding our core values of celebrating our diverse community, pursuing excellence in all that we do, advancing access, exposure, and opportunity to contemporary art, and cultivating creativity.