



The Idea Fund 2016-17 Internship provides a university college-enrolled or young professional with a paid internship opportunity to work in non-profit arts administration. This internship position will provide a range of experiences working in all facets of a re-granting program administered by DiverseWorks, Aurora Picture Show, and Project Row Houses and is funded by The Andy Warhol Foundation for the Visual Arts. The Idea Fund provides funding for artist-generated or artist-centered projects in the Greater Houston area that exemplify unconventional, interventionist, conceptual, entrepreneurial, participatory, or guerrilla artistic practices.

The intern would help with:

- Website maintenance and updating
- Social media maintenance and updating
- Organization, administrative and data management assistance
- Communication with artists

Qualifications and Requirements:

- Understand The Idea Fund mission and objectives
- Eager to learn
- Positive attitude and collaborative spirit
- Strong organizational skills
- Excellent communication skills
- Interest in developing experience into a professional path
- Experience and knowledge of Word Press website management and administration
- Experience and knowledge of managing social media such as FaceBook, Twitter and Instagram
- Commitment to working a minimum of 5 hours per week for 12 months (hours will fluctuate throughout the year)
- Strong writing skills

Rate of \$12 an hour, with an average of 8 -10 hours per week (approx. 150 hours total). Start date: September 1, 2016

How to Apply: DEADLINE AUGUST 1, 2016

Email a cover letter and resume outlining your educational background and past work experience to magsamen@aurorapictureshow.org. A cover letter should address why you are interested in the internship and what you hope to gain from this opportunity. Please include contact details for two references who are either professors or previous/current employers.



PROJECT ROW HOUSES

