Application for an Arts Management Intern

2015-08-03 14:07:14
Gibbes Museum of Art
Museum
Jennifer Ross
Director of Development
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135 Meeting Street, Charleston, SC 29401
Fall
Spring
Summer
September 11, 2015
Grantwriter
The Gibbes Museum of Art Director of Development is currently seeking a part time grant writer intern to begin August 2015 - May 2015 and work 10 hours per week. Hours are flexible and can be made accordingly with a student's schedule.
As a grant writing intern for the Gibbes Museum of Art, your primary responsibility will be to assist with the identification of appropriate grantors and the execution and submission of grant requests. An intern would need to be capable of researching funding opportunities within fixed guidelines, initiating and maintaining contact with foundations and writing grants for eligible funding. This would require an intern with strong research, writing and analytical skills. Specific duties include, but are not limited to:

Prospect identification, research, proposal development and writing in conjunction with staff.
Accurate and timely production of final proposals.
Initiate and maintain relationships with grantors.
Track and document communications.
The qualified candidate will have excellent writing, verbal, proof reading, editing, phone and organizational skills. Ideal candidates will also be flexible team players, self-motivated and detail-oriented individual with strong interpersonal skills, customer service orientation, excellent phone manner and communication skills, ability to prioritize and work well under deadline. Computer aptitude and Microsoft Office experience required.
Intern will be mentored and guided by Director of Development. The intern will have the opportunity to learn about fundraising and nonprofits as well as operations within a museum. Areas of grant writing support will expose intern to curatorial, education, exhibition, and conservation. The internship is unpaid, but there will be opportunities for networking and professional development.

Opportunity to stretch your skills and be a key player in a small organization. Enjoy a fun, flexible work environment where you can see the difference you are making every day. Develop relationships with grant-making community locally and nationally, as appropriate. Gain additional skills/networking at applicable professional development seminars or other outside training events. Receive letter of recommendation from Gibbes Museum of Art after successful completion of internship.