



ARTSPACE

AT UNTITLED

Administrative Assistant Intern

Position Summary

ARTSPACE at Untitled is seeking a talented and dedicated individual to work with our archives. We seek individuals who are extremely self-motivated and are interested in learning about administration in a non-profit setting.

It is the responsibility of the student to complete enrollment and coursework requirements in accordance with their college or university. Please provide us with the contact information and guidelines necessary for internship compliance with your university.

Responsibilities

- Assist in the organization of our fall fundraiser, Postcard Perspectives
- Maintaining all spreadsheets related to the event, and attending committee meetings
- Assisting in the care and maintenance of our collections
- Assisting in condition reports and inventories
- Following guidelines for the archive room and handling artwork.
- Organizing flat files and keep databases up-to-date

Requirements

- Must be familiar with Mac OS, Microsoft Office, and Adobe Suite.
- Advanced writing skills necessary with drafting press releases.
- Applicants interested in non-profits and/or arts sector are encouraged to apply.
- Must be able to work independently with minimal supervision, as well as with a group on large-scale projects.
- Detail-oriented and organized.

About Us

ARTSPACE at Untitled is an environment designed to stimulate creative thought and new ideas through contemporary art. We are committed to providing access to quality exhibitions, education programs, performances, publications, and engaging the community in collaborative outreach efforts.

If interested, please submit a résumé and cover letter to laura@1ne3.org. In the subject line of your email please put "Administrative Assistant Application - and your name."