



## **Business Administration and Operations Internship in New York!**

Company interns engage in all aspects of the day-to-day operations of an international not-for-profit arts organization and gain invaluable experience while being introduced to a vast network of international art professionals. Interns play a critical role in the administration of company's overall program. Administrative internships are focused on programs, development, finance or communications. Company internships can provide a foundation in a variety of skills, and offer experience and contacts for future careers in the following professions: curator, artist, and arts administrator.

### **Candidate profile:**

Excellent written and verbal communication skills, multitasking, reliability, team player, Mac proficiency (Word and Excel), basic Creative Suite knowledge a plus, experience with database systems (Salesforce a plus), strong organizational skills, interest in non-profit arts administration and contemporary art. Eligibility to work in the United States is required. Please note: candidates must be of junior-year college level or above to be considered. Serious inquiries only need apply.

Start: ASAP

Location: Brooklyn, New York

Duration: 3-6 months

Compensation: lunch and transportation