2015 Fall Arts Administration Internship

The Appraisers Association of America has opportunities for two interns to learn about non-profit and association management by assisting with all aspects of day-to-day activities. Working closely with the office staff, the intern will gain insight into how a unique and fast-paced non-profit organization functions with hands-on work in membership, programs/special events and marketing/communication. Daily tasks include: assisting with member services (database management, benefit package development and implementation, renewal processing and direct mail campaigns); educational programming (development and execution) and communications (assisting with digital and print marketing responsibilities, social media, and research), as well as other miscellaneous tasks.

RESPONSIBILITIES & DUTIES:

- Work with staff to learn CitySoft (a premier membership database that is used across the country) to assist with various tasks, including:
  - Updating member information and research notes
  - Updating program details and registration
  - Maintaining standing reports
- Provide referrals to the general public looking for an appraiser
- Digitalization of membership files
- Use Social Media (Hootsuite, Twitter, Facebook, LinkedIn) to publicize upcoming events
- Research potential new alliances and prepare files for prospects that may be interested in joining or supporting the organization
- Provide administrative assistance (registration, information packets, certificates of attendance) for annual events such as our Eleventh Annual Award Luncheon (April), Annual National Conference (November), lectures, and in-house courses.

REQUIRED SKILLS & QUALIFICATIONS:

- Interest in arts administration (including development and/or membership), fine / decorative arts, art history, event planning, non-profit and association management, and/or learning about the appraising field
- Student currently enrolled in college or university
- Strong phone and inter-personal skills
- Thorough and proactive, self-motivated and able to manage on-going tasks
- Strong organizational, writing, and research skills
- Knowledge of Microsoft Office Suite, Google Docs and Calendar, and Adobe Creative Suite required
- Prior office experience preferred
- Must be available either Sunday, November 8th and/or Monday, November 9th for our Annual National Conference

Travel and food stipends are provided for each day in office.

APPLICATION PROCEDURE:
To apply for this internship, please submit a letter of interest, two references and resume to membership@appraisersassociation.org.