



GREATER PITTSBURGH ARTS COUNCIL

**Arts loud and clear**

## Summer 2012 Internship

### Grantmaking & Professional Development

30-40 hours/week

The Greater Pittsburgh Arts Council is the region's arts services and arts advocacy organization offering a variety of programs and activities to support the arts community. Programs include grants to support organizations, arts projects, individual artists and arts managers; pro-bono professional consulting and on-staff technical assistance; a ticket service for small to mid-sized organizations; educational workshops and forums focusing on various arts management issues; and membership-based advocacy efforts.

#### Grantmaking at the Arts Council

The Arts Council administers four grant programs: Pennsylvania Partners in the Arts (a regranting initiative of the Pennsylvania Council on the Arts), which distributes operating support to nonprofits through its Program Stream, and which provides project support to artists and organizations through Project Stream; the Artist Opportunity Grants, which provide funding to artists for career growth; and the Dee Delaney Arts Accessibility Fund, which supports services and facility upgrades that make the arts more accessible to people with disabilities. Grants are awarded at various deadlines each year.

#### Professional Development at the Arts Council

The Arts Council administers regular workshops for artists and arts managers that address business and legal issues. Topics include marketing, accounting, budgeting, contract law, intellectual property law, strategic planning, and more.

#### What You Will Learn

Our grant-making programs will give you a behind-the-scenes look at the role of an arts grant-maker—from beginning to end. You'll gain experience answering applicant inquiries and helping them to write complete, competitive applications. You'll assist in the collecting and logging new applications, and follow-up with questions. You'll learn to read and evaluate incoming applications based on established criteria, and sit in the room while funding decisions are made. Our professional development programs will give you practical experience in event planning logistics, and exposure to a variety of nonprofit and arts management concerns.

#### Regular Duties

- Review/log incoming grant applications, and coordinate communication with applicants
- Prepare materials for and assist with grant review meetings
- Assist with logistics, communication and event planning for an annual award ceremony with state and federal legislators, nearly one hundred grantees and other local stakeholders
- Assist with logistics and content development for professional development workshops
- Provide office support for the Manager of Grants & Professional Development

#### Requirements

- Familiarity with Microsoft Office Suite
- Excellent verbal and written communication skills
- Genuine interest in wide range of arts organizations and projects

#### Perfect if you're thinking about a career...

- In development or fundraising
- At an arts council, a foundation, or a government arts agency
- OR if you want a broad overview of the needs, challenges and possibilities in the arts community, to see where you might fit within it

Specific projects can be developed based on intern's skills and interests. Hours are flexible, but intern is expected to demonstrate professionalism in working consistently during regular business hours. This internship is unpaid, but a federal work-study match is available upon request.

Email resume, cover letter and writing sample (anything you like) to:

Michelle Lee, Manager of Grants & Professional Development  
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