

THE
ARTISTS
FORUM

Photo: John Diez
at pexels.com

INTERNSHIP LISTINGS

THE ARTISTS FORUM is looking for interns or volunteers for our various live and online events, televised programs, and social media platforms. Interns will engage with the NYC arts scene and contribute to advancing local and international artists. See our [company video](#) and review our [media kit](#) before applying.

Hours are flexible, based upon deliverables. Work is remote and/or in-person. Positions are unpaid. To apply, send a cover letter listing which internship(s) you are interested in applying for, along with your resume, writing samples, and/or portfolio to: info@theartistsforum.org. **Please Note:** We only accept inquiry information in **pdf format**.

SOCIAL MEDIA INTERN

- › Handle accounts to enhance our social media presence – daily post scheduling with content creation + copywriting.
- › Research new platforms, influencers, and trends to design innovative social media campaigns.
- › Analyze marketing data and insights to better reach our audiences.

Skills: Research, marketing, social media marketing, creative writing, some graphic design experience

Benefits: Interactive learning/skill building through real-world projects

GRAPHICS INTERN

- › Develop organizational visual branding: postcards, brochures, posts, social media images/gifs.
- › Usage of Mac computer is preferred.

Skills: Adobe Creative Suite

Benefits: Credited work on real-world corporate events

VIDEO INTERN

- › Editing cable show, studio PA, on-location shoots, creating social media shorts.

Skills: Adobe Premiere

Benefits: Credits on active, respected, 20+ yr cable program

OUTREACH INTERN

- › Research sponsors, partners, professional supporters, grant opportunities, company analytics, written communication, database/ mailing list management.

Skills: Marketing, non-profit management, creative writing

Benefits: Increased outreach management skills

JOURNALISM INTERN

- › Attend cultural events, create reviews and/or scholarly essays for our online magazine.

Skills: Journalism, essays, photography

Benefits: Become a published writer by virtue of our official ISSN number

STRATEGIC DESIGN INTERN

- › Develop strategies to strengthen the overall organizational brand and work practices.
- › Design strategic plans for audience/artist outreach and retention.
- › Develop fundraising, marketing, and partnership strategies for potential partners, sponsors, and donors.

Skills: Research, organizational analysis, non-profit management, design thinking methods, communication, business writing, and presentation

Benefits: Increased skill sets through real-world experiences, increased outreach management skills

WEB DEVELOPMENT / WEB DESIGN INTERN

- › Front and/or back-end development, site responsiveness, and website data analytics for theartistsforum.org.
- › Independent worker with good communication skills, and the ability to troubleshoot problems.

Skills: HTML, CSS, JavaScript, WordPress, SSL mgmt. • Knowledge of web development: Git, PHP, Bootstrap, cPanel • Able to handle professional IDE, such as PHPStorm • User experience (UX), user interface (UI), database management • PHPMyAdmin; knowledge of normalization

Benefits: Expanded portfolio through active company site