

Photo: John Diez
at pexels.com

INTERNSHIPS & VOLUNTEERING

THE ARTISTS FORUM (TAF) welcomes individuals interested in contributing their time, skills, knowledge, and experience to our live events, televised programs, digital media platforms, publications, and other initiatives. Opportunities are available for interns and volunteers at all stages of their careers and professional lives, including students, working professionals, experienced professionals, and retirees.

Participants may contribute to the work of a New York City nonprofit arts organization while gaining or sharing practical experience in areas such as arts administration, media, communications, journalism, design, outreach, strategic planning, and technology.

Please watch our [organizational video](#) before applying.

Hours are flexible, based upon deliverables. Work is remote and/or in-person. Positions are unpaid. To apply, send a brief cover letter or introductory letter/email indicating the internship(s) or volunteer opportunity in which you are interested, along with your resume, writing samples, and/or portfolio to: info@theartistsforum.org.

Please Note: We only accept application materials in **PDF format**.

SOCIAL MEDIA

- Handle accounts to enhance our social media presence through post scheduling, content creation, and copywriting.
- Research new platforms, influencers, and trends to develop social media campaigns that strengthen TAF's presence while keeping the focus on the artists and their work.
- Analyze marketing data and insights to better reach our audiences.

QUALIFICATIONS: Research, marketing, social media marketing, creative writing, graphic design, or related experience.

OPPORTUNITY: Contribute to the development of TAF's social media presence through active communications and audience engagement projects.

GRAPHICS & VISUAL DESIGN

- Develop organizational visual materials, including postcards, brochures, social media posts, images, GIFs, and other promotional materials, maintaining TAF's modern, minimalist visual approach while keeping the focus on the artists and their work.
- Mac computer experience preferred.

QUALIFICATIONS: Experience with Affinity, Canva, or other graphic design software; visual communication, typography, layout, branding, illustration, or related experience.

OPPORTUNITY: Contribute visual work to active THE ARTISTS FORUM programs, events, publications, and communications materials, with appropriate credit where applicable.

VIDEO PRODUCTION

- Assist with editing television and digital programming, studio production, on-location shoots, interviews, and social media shorts.

QUALIFICATIONS: Experience with professional video-editing software; camera operation, production assistance, lighting, audio, or related experience.

OPPORTUNITY: Contribute to THE ARTISTS FORUM's ongoing television and digital media programming, events, interviews, and original video content.

OUTREACH & DEVELOPMENT

- Research sponsors, partners, professional supporters, grant opportunities, organizational resources, and other prospective relationships.
- Assist with written communications, database and mailing-list management, and outreach initiatives.

QUALIFICATIONS: Marketing, nonprofit management, fundraising, development, creative writing, research, communications, database management, or related experience.

OPPORTUNITY: Support the development of THE ARTISTS FORUM's professional, organizational, community, and fundraising relationships.

JOURNALISM & REVIEWS

- Attend arts and cultural events and review works of art, including film, music, theater, visual art, and other creative work, for publication in *The Artists Forum Magazine*.
- Reviews may range from accessible arts criticism and event coverage to more scholarly or analytical approaches, depending on the subject, writer's interests, and intended audience.

QUALIFICATIONS: Journalism, writing, research, arts criticism, interviewing, photography, or related experience.

OPPORTUNITY: Contribute original reviews and other written work to *The Artists Forum Magazine*, with appropriate byline and attribution.

STRATEGIC DESIGN & PLANNING

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

QUALIFICATIONS: Research, organizational analysis, nonprofit management, strategic planning, design thinking, communications, business writing, presentation, or related experience.

OPPORTUNITY: Contribute professional knowledge and strategic thinking to the continued development of a New York City nonprofit arts organization.

WEB DEVELOPMENT & TECHNOLOGY

- Support front-end and/or back-end development, site responsiveness, website analytics, maintenance, and other technology needs for theartistsforum.org.
- Work independently with good communication skills and the ability to troubleshoot problems.

QUALIFICATIONS: HTML, CSS, JavaScript, WordPress, SSL management; Git, PHP, Bootstrap, cPanel; professional IDEs such as PhpStorm; user experience (UX), user interface (UI), database management, PHPMysqlAdmin, and related web-development experience.

OPPORTUNITY: Contribute to the development and maintenance of an active nonprofit arts organization's website and digital infrastructure.