

## MEDIATE ART GROUP INC.

MEDIATE Art Group is looking for interns its 2016 program. Interns will have the opportunity to work with and learn from an established arts organization, be mentored by experienced arts administration and programming staff; be familiarized with San Francisco's leading art venues, and participate in the organization's highly acclaimed Soundwave Biennial.



MEDIATE Art Group is a San Francisco-based 501(c)3 non-profit arts organization that creates art and music experiences through the activation of people, places and environments. Working at the center of arts and innovation, MEDIATE commissions exhibitions and live events that challenge perspectives and inspire unique experiences; present diverse artists to exchange ideas and collaborate; connect new and diverse audiences to experimental arts and visions; and the showcasing of emerging and established local, national, and international artists. Since its founding in 1998, MEDIATE has produced six seasons of the acclaimed Soundwave Biennial, which has produced new, contemporary and experimental work of more than 300 artists and has taken audiences on immersive sonic adventures in WWII bunkers, moving buses, churches, city streets & parks, and museums & galleries.

### DEVELOPMENT INTERN

The development intern will provide ongoing development-related work for MEDIATE Art Group. This includes researching potential grant and corporate/media sponsorship opportunities; supporting the Managing Director and Artistic Director with assembling grant applications; liaising with corporate/media sponsors; assisting in creating and assembling sponsorship packages; managing grant archives and databases; writing and managing sponsors, funding and donor communications; and, support the management and coordination of fundraising events, as necessary. Intern will report to the Managing Director.

### Qualifications/Requirements

- Completed or pending BA or higher degree
- Ability to travel to San Francisco location for team meetings
- MS Office and Google Docs/Drive proficiency
- Must have your own laptop
- Clear and articulate writing abilities
- Some experience with funding research, grant production, request for proposals, and related tasks
- General familiarity with business development and/or fundraising for non-profits
- Interest in arts, music and cultural programming
- Excellent communications and editing skills

### Terms of Internship

- Time commitment: 8 hours a week/32 hours a month
- Length of internship: 3-6 months within September 2016 - January 2017
- College credit, if offered by your university
- Free admission to MEDIATE events

Submit a .pdf file including a one page cover letter and one page resume to [med1ate.network@gmail.com](mailto:med1ate.network@gmail.com). Please reference the position title in your subject line. We may consider hiring more than one intern for this position. Application is rolling, with a flexible start/end date. Please include your desired start and ending dates in cover letter.