

City of Santa Fe Arts Commission Santa Fe, NM

1 Please describe your organization briefly, including mission statement, activities, size, etc.

The City of Santa Fe Arts Commission provides leadership for city government in supporting arts and cultural affairs. It recommends programs and policies that develop, sustain, and promote artistic excellence in the community. Through its work, the Arts Commission nurtures and supports Santa Fe's unique artistic and cultural heritage.

Major programs include: funding for nonprofit arts organizations; the acquisition of public art for the City's collection through the 1% for Public Art Program; "Artworks," a year-round arts education program in Santa Fe elementary schools; and special projects such as the annual "Mayor's Recognition Awards for Excellence in the Arts" and the annual "City Different Poster Competition." Ongoing services include information and referrals, technical assistance, and networking opportunities for artists and arts organizations.

The Arts Commission is a nine-member volunteer board appointed by the Mayor. A staff of four full-time and two part-time employees, as well as one full-time contractor, is responsible for carrying out the day-to-day work of the Arts Commission.

2 Describe **in detail** the work or project an intern will do, **please be as specific as possible**.

The internship will be based in the Art in Public Places program. The intern will specifically work with the Loaned Art Program.

The Loaned Art Program began in 2002. The purpose of the program is to place privately-owned art on City-owned property. Over the past four years the program has grown tremendously, in no small part because of the assistance of Community Service Fund interns. The intern would be asked to:

1. Re-evaluate and revise the priority site list;
2. Cultivate prospective lenders;
3. Implement a public relations strategy;
4. Issue and manage a "call to artists;"
5. Present eligible submissions to the jury;
6. Work with selected artists to move towards installation; and
7. Create a written analysis of the program's strengths and weaknesses.

To create a rich and well-rounded work experience at the Arts Commission the intern will have the opportunity to participate in and assist with other programs based on interest, skills and the workload of the primary internship assignment.

3 Describe any particular skills, background, or qualities you are seeking in an intern.

Strong oral and written communication skills are required, as are computer skills (MS Office in an XP environment), organizational skills, map reading, knowledge of digital cameras, and an understanding of general office procedures.

An intern with a background in art history, studio art, arts administration, public art, government and public administration, marketing and public relations, or related fields is desired.

The intern will be required to understand the goal of the project and associated outcomes, identify the necessary action steps, prioritize the required work, implement the action steps, and report on progress towards outcomes. The intern must be self-directed and comfortable working under general supervision.

There are required dates for this internship. Internship must start on _____ and end on _____ or most include the period _____.

Start and end dates for the internship are flexible.

The expected working schedule for this internship:

Begin 8:00 a.m. End 5:00 p.m.

Lunch break: Length 1hour specific time 12:00 to 1:00 p.m. (Flexible)