



**Midwest Artist Project Services (MAPS)  
Arts Administration & Professional Services Internship  
Spring 2018**

MAPS, a nonprofit dedicated to providing artist professional development and arts project-related services in St. Louis and beyond, is offering a temporary paid internship in Spring 2018.

This position will be responsible for:

- Assisting with MAPS' Fiscal Sponsorship program: scheduling workshops, answering inquiries, and some program administration;
- Maintenance and growth of COMPASS, a directory of professional service providers in the St. Louis area hosted on MAPS' website, [midwestarts.org](http://midwestarts.org);
- Edit and distribute MAPS eNewsletter;
- Attending Board Meetings and recording minutes;
- Assist at MAPS events and workshops.

Internship will begin on or around March 1 and will conclude after approximately 12 weeks. The scope of work is approximately 60-70 hours. The position will be paid \$15/hour. Weekly schedule is flexible.

This internship will provide experience in nonprofit administration, marketing and public relations, fiscal sponsorship, and will offer the opportunity to learn significantly about grants, arts project management, and other aspects of arts administration. Applicants should be able to work independently and manage their own time, meeting goals and expectations with minimal oversight.

**Qualifications and Experience:**

- Minimum three years of college; graduate student preferred;
- Interest or study in nonprofit administration, public policy, arts administration, socially engaged practice, or visual, performing, or literary arts;
- Knowledge of WordPress or other web builder;
- Professional demeanor, telephone manners, and excellent communication skills required;
- Knowledge of St. Louis arts community preferred.

**How To Apply:**

Send cover letter and resume as separate attachments to [Brigid@midwestarts.org](mailto:Brigid@midwestarts.org) and [Liz@midwestarts.org](mailto:Liz@midwestarts.org) by February 16, 2018. Please use "Internship Application" in your subject, and please provide clear examples that you can meet the expectations stated above in your cover letter.