

Charles Adams Studio Project (CASP)

2017 – 2018 Arts Administration Fellowship Job Description

Job Title: CH Foundation Arts Administration Fellow at CASP

Description: Fellowship available to graduate, undergraduate, and post graduate students as well as those with relevant experience.

Tasks and responsibilities:

- Provide administrative support including, but not limited to: email correspondence, mailing lists, grant writing and reporting, and social media/website support
Assist with general gallery and facilities maintenance
- Assist in fundraising development projects and programming
- Assist with CASP receptions and other events
- Help set up and coordinate First Friday Art Trail events taking place at the beginning of every month.
- Understand the director's weekly paperwork requirements and complete them if needed in the absence of the director.

Supervisor: CASP Director Chad Plunket

Applicants should have the following qualifications:

- Ability to perform general administrative responsibilities and duties
- Experience in the arts or nonprofit sector is preferred, but not imperative
- Strong written and oral communication skills
- Ability to work effectively and build relationships with others
- Ability to analyze and synthesize information for problem solving in a creative and fast paced environment.

Experience desired:

- We encourage undergraduate/graduate/post-graduate students and individuals that are engaged in the fields of art, culture, arts management, nonprofit management, private/public/business administration to apply. Applicants with other relevant experience will be considered.

Application Checklist

- Application (including attached personal response questions)
- C.V. or Resume
- 3-5 Page Writing Sample

*Please email any questions to info@casp-arts.org