



Charles Adams Studio Project (CASP)
2021 Arts Administration Fellowship Description

Job Title: The CH Foundation Arts Administration Fellow at CASP

Description: Fellowship available to graduate, undergraduate, and post graduate students as well as those with relevant experience. Fellowships are paid and part time with flexible schedules to work around other educational obligations. There are spring, summer and fall positions available.

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
- Assist with set up and coordination of First Friday Art Trail events taking place at the beginning of each month.

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.

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