

# 2023 Headlands Live-In Program Internship

Applications will be accepted, and the position will remain open, until filled.

Internship Periods:

**Spring:** March 13-June 27, 2023 **OR**

**Summer/Fall:** June 30- November 13, 2023

**Stipend:** \$800 monthly stipend to cover food and travel expenses

**Hours:** Weekly commitment of 30 hours. Support required on Sundays and some evenings for special events. Workdays are typically Monday–Friday.

## About Headlands Center for the Arts

Headlands Center for the Arts is a non-profit organization located in a historic former military fort in the coastal wilderness of the Marin Headlands in the Golden Gate National Recreation Area, 15 minutes north of San Francisco. Established in 1982, Headlands promotes artistic exploration and development of new creative work. Through residencies and public programs, including open houses, lectures, performances, and community meals, we seek to explore and interpret the relationship between place and the creative process and to extend appreciation for the role of artists in society. Residencies bring artists from many different disciplines, cultural backgrounds, and nationalities to live and work on-site each year, while public programs engage artists, scholars, activists, and other professionals.

## Live-In Program Internship

The program internship at Headlands includes opportunities for on-going administrative and daily operations support, event-based tasks, and special projects that introduce interns to the non-profit work environment. Interns develop arts administration skills across the Program, Facilities, Communications, Operations, and Development departments through hands-on experience. Working with a wide range of artists and audiences, interns are important members of our dynamic team, and are asked to participate in daily operations. Although most known for the Artist in Residence program, Headlands' programming also encompasses several artist programs, public events, and other initiatives. Self-directed project-specific assignments may also arise based on the intern's interest and experience.

## Responsibilities

Intern responsibilities may include but are not limited to:

### General Administration

- Database filing, report generation, statistical analysis
- Assist with fundraising proposals and research
- Organization and management of Headlands' audiovisual and print archive
- Projects in support of Headlands Communications, Facilities, Development, Program, and Operation Departments



### Artist Programs

- Artist program outreach and research
- Artist program application and panel selection support
- Kitchen and dinner program support (5 hours/week)
- Studio and housing preparation
- Artist pick-up, drop-off, and occasional project assistance

### Public Events

- Assist the Development and Program Departments with event planning efforts
- Provide support for event outreach, including materials for print and web
- General event production assistance, front and back of house
- Public event attendee support for registration, on-site welcome, and orientation

## Qualifications

### Required Qualifications

- Interns must be reliable, energetic, creative, self-motivated, show attention to detail, and possess good communication skills.
- Interns may be required to work independently, as part of a group, and engage directly with the public.
- Ability to pass motor vehicle records check, which confirms your ability to drive the Headlands loaner cars. Headlands will consider systemic inequities when evaluating findings.
- Due to our remote location, a valid driver's license and comfort driving a car is essential. Interns must provide their own transportation to Headlands' Marin location, but having a car on-site is not required. To note, public transportation is limited.

### Preferred Qualifications

- Experience with database systems, such as Salesforce.
- Familiarity with Mac OS X.
- Experience using Adobe Creative Suite, Google Suite, and Microsoft Office.
- Background or strong interest in nonprofit administration and/or mission-oriented work is helpful.

### Physical Requirements

- While performing the duties of this internship, the intern is regularly required to talk and hear; stand; walk; use hands to handle or feel; reach with hands and arms; and do extended periods of work at a computer and occasionally lift items weighing 25 pounds.

## Room, Board and Compensation Details

- \$800/month stipend to cover food and travel expenses
- Interns are expected to live onsite and receive a private bedroom in one of our shared artist houses
- A commitment of the entire residency season is required

**Spring:** March 13-June 27, 2023 **OR**



**Summer/Fall:** June 30- November 13, 2023

- Dynamic creative community and direct access to working artists; access to local and organic food program through artist dinners 5 nights a week (Sunday–Thursday) during the residency season
- More information about Headlands’ work culture here: [headlands.org/careers](https://headlands.org/careers)

## **To Apply:**

Headlands Center for the Arts is committed to a diverse and pluralistic workplace. People of Color and members of the LGBT community are strongly encouraged to apply.

Please send a cover letter, resume, and list of three references via email, with the subject line “*Program Internship/Your Name*” to [info@headlands.org](mailto:info@headlands.org). Your cover letter and resume should be sent in a single PDF titled “Your Last Name\_Internship.” Review of applications will continue until the position is filled.

In your cover letter, please answer the following questions:

1. Which intern season are you applying for: Spring OR Summer/Fall?
2. What is your connection to Headlands mission? Why are you interested in the live-in internship?
3. How does an internship position here align with your future goals?

It is not necessary to include your artist resume, though applicants’ interest and experience as a practicing artist is valued.

College and graduate students of all disciplines, as well as working adults, are welcome to apply. Headlands will work to tailor aspects of the internships to applicants’ interests whenever possible, and will work to ensure students receive academic credit for their internships when applicable.

## **Equal Employment Opportunity Policy**

Headlands Center for the Arts is committed to a diverse workplace and strongly encourages applications from all qualified individuals, as such Headlands is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns. Headlands makes decisions based on the merits of each candidate.

Headlands Center for the Arts prohibits discrimination based on an individual’s race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, or any other basis protected by law. Headlands will afford equal employment opportunity to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.