



2023 Headlands Live-In Kitchen Internship

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

Internship Periods:

Spring: April 3–May 26 **OR**

Summer: June 30–August 31 **OR**

Fall: September 18–November 10

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 Sunday–Thursday.

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 Kitchen Internship

The headlands kitchen typically serves dinner five nights a week for groups of 15-35 artists, staff and guests, with occasional larger meals for public programs and special events.

The kitchen internship at Headlands includes opportunities to learn and practice a wide range of culinary skills and techniques ranging from, but not limited to, vegetable and meat preparation, pickling/vegetable fermentation, vinegar making, wholegrain bread and pastry, light butchery, and pasta making.

Responsibilities

Intern responsibilities may include but are not limited to:

- Assisting the chef in all aspects of running the dinner program, including food preparation and presentation, counter service, and clean-up.
- Receiving and storing shipments.
- Participating with menu planning.



- Independently taking on meal preparation as experience allows, including planning, cooking, and serving.
- Maintaining kitchen service and storage area organization.

Qualifications

- A passion for food and culinary processes, and either culinary training or hands-on experience in a kitchen is a plus, but not required.
- Willing to handle all kinds of ingredients and be open to all kinds of cuisines.
- Flexible, considerate, responsible, and respectful of others' needs.
- A current ServeSafe food handler certificate or willingness to obtain one.
- Interns must be reliable, energetic, creative, self-motivated, and committed to the role of food in community engagement.
- 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.

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 while standing 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 season—Spring, Summer, or Fall—is required.
- Dynamic creative community and direct access to working artists; access to local and organic food program through artist dinners five nights a week (Sunday–Thursday) during the residency season.

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 “Live-in Kitchen Internship/Your Name” to 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.

944 Fort Barry
Sausalito, CA 94965
415.331.2787



info@headlands.org
headlands.org
@HeadlandsArts

In your cover letter, please answer the following questions:

1. What is your connection to Headlands mission? Why are you interested in the kitchen internship?
2. How does an internship position here align with your future goals?

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.