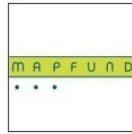


Monday, April 23, 2018

MAP Fund 2018 Summer Internship

Company: MAP Fund, Inc.
Location: New York, NY
Compensation: \$15 per hour

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The MAP Fund is a New York-based grant maker that supports contemporary performing arts projects in the United States. Among the longest-running grant programs in arts philanthropy, MAP has distributed over \$27 million to more than one thousand aesthetically-varied, formally innovative, and socially relevant performance projects since 1989.

The MAP Fund is an equal opportunity employer and is committed to equity, inclusion, and anti-racism. If you require assistance or accommodation due to a disability, please contact Kim Savarino via email at kim@mapfund.org or call 212-226-1677 (voice only).

Position Summary

MAP seeks an intern to support a variety of program activities. MAP's intern will receive a comprehensive work experience and gain exposure to a range of professional activities under the mentorship of MAP Fund staff, for a 13-week period in Summer 2018.

Opportunities and Responsibilities will include:

Grantmaking: Researching best Equity, Diversity, and Inclusion practices within and beyond arts philanthropy institutions, designing an equitable application and assessment structure for the 2019 grant cycle;
Development: Conducting grant research, helping MAP identify diverse funding sources and pursue new opportunities for program growth and advancement;
External Communications: Creating content for website and social media platforms to highlight the 2019 grant cycle, MAP's mission-related initiatives, and promotion of grantee projects;
Internal Communications: Participating in ongoing staff meetings, check-ins, and strategy sessions; supporting efficient knowledge-sharing among staff;
Attending performing arts events in New York City to better understand aspects of the field MAP serves.

Position Requirements:

Open to current college seniors, graduate students, recent graduates or individuals interested in transitioning to arts administrative work. Applicants should have:

A commitment to racial equity and the principles of inclusion in all settings, and an eagerness to engage in dialogue around these issues with colleagues and members of the arts and philanthropy fields;
Creative, collaborative problem-solving skills, and a deep interest in contemporary performing arts practices;
Strong familiarity with Google G-Suite. Working knowledge of Submittable, JotForm, WordPress and other software a plus;
The ability to work both collaboratively and independently, according to task design;
Ease with remote staff working in multiple time zones;
Strong verbal and written communication skills;
Flexibility and adaptability to change.

Dates and Hours

June 4 – August 31, 2018 (exact dates negotiable).

10-15 hours weekly; performance attendance, while subsidized, is not included in work hours.

Work will primarily take place at the MAP Fund office on the Lower East Side of Manhattan.

Compensation

\$15 per hour

To Apply: <https://form.jotform.com/80886756136166>

Please submit materials no later than April 21, 2018.

MAP Fund, Inc.
New York, NY, 10002
[Ms.](#)

For more information:
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