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Internship at Princess Grace Foundation-USA

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The Princess Grace Foundation-USA seeks an intern to join the grants department. The grants department of the PGF-USA oversees and administers the grants given by the PGF-USA and develops and maintains strong relationships with its artists. The Program Intern will assist in all aspects of the program office, working closely with the Program Manager. Key tasks will include preparing and administration of 2014 grants, outreach to the arts community regarding specific grants initiatives, research on Awards Winners, and administration of 2013-2014 grants. Looking for a candidate interested in gaining experience in arts and arts administration. Strong computer skills required, background in the arts and knowledge of Raiser's Edge or other databases a plus.

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