

James Renwick Alliance for Craft
PAID Nonprofit Communications & Special Events Internship

Application deadline: March 1

Internship dates: March 24 - May 19

Stipend: \$2000

Hours: 14-16 hours/week during regular business hours, M-F 10am-5pm (with possible additional hours during special events - schedule to be determined with candidate)

Location: Virtual with occasional in-person meetings and events (5335 Wisconsin Ave NW, Washington DC 20015)

The James Renwick Alliance Internship Program offers students and recent graduates the opportunity to assist in the operations of one of the nation's leading nonprofit for advancing contemporary American craft art as we plan Spring Craft Weekend, a weekend recognizing achievements in American Craft. Through a combination of learning experiences, work projects, and collaborations, interns become integral members of our team. Interns are expected to participate in daily activities, contribute skills and ideas, and produce excellent work. You will, among other things, undertake projects relating to public relations, marketing, fundraising, event planning, and arts administration.

About the James Renwick Alliance for Craft (JRACraft):

JRACraft is a vibrant group of art enthusiasts, collectors, artists, educators, students, and art professionals who share a passion for contemporary American craft. Our members enjoy a diverse year-round schedule of programs including social events, educational lectures and tours, and art-inspired excursions.

We are committed to advancing scholarship, education, and public appreciation of craft art, as well as promoting individual achievements of excellence and innovation in the craft field. As an independent nonprofit organization, the JRACraft has provided more than \$3 million for acquisitions, exhibitions, public programs, and publications to the Smithsonian American Art Museum's Renwick Gallery - our nation's showcase of contemporary American craft.

Required:

- Availability in-person for Spring Craft Weekend, May 13 - 15, 2022
- Self motivation and discipline to work effectively in a remote environment
- Ability to produce clear and accurate written content
- Working knowledge of social media platforms including Facebook and Instagram
- Knowledge of basic administrative programs (i.e. Microsoft Office suite and G-suite)
- Strong organizational skills and accuracy, attention to detail and ability to multitask
- Enthusiasm for the arts nonprofit industry
- Working knowledge of Adobe Illustrator and Photoshop or video creation is a plus

To apply: submit your cover letter and one page resume to info@jra.org by March 1.