

# STEVEN MYRON HOLL FOUNDATION

450 W 31ST STREET  
11TH FLOOR  
NEW YORK, NY 10001  
[www.stevenmyronhollfoundation.org](http://www.stevenmyronhollfoundation.org)

The Steven Myron Holl Foundation seeks an intern to support its program and development teams. Interns will learn and apply skills in research, communications and fundraising on a small team in our quiet New York City office.

Steven Myron Holl Foundation programs are held at its art gallery, 'T' Space, and surrounding 28-acre nature reserve in Rhinebeck, NY. Programs include a residency for emerging architects, an outdoor performance series, and three summertime exhibitions. Artistic programming examines the use and engagement with physical space in art, often emphasizing artists' creative process through rarely exhibited studies and experiments.

Working with the Programs and Development Coordinator, Interns can expect to sharpen their research skills and develop an understanding of fundraising strategy in an emerging cultural institution. Daily tasks range from drafting fresh copy for inquiries to data entry, with opportunities to earn experience in data and website maintenance, institutional fundraising, individual giving and donor stewardship.

#### Responsibilities:

- Research and identify prospective sources of institutional support.
- Draft copy for inquiries, newsletters, webpages, etcetera.
- Support grant proposal preparation including the refinement and assembly of supporting materials.
- Assist with management of the Foundation's social media channels.
- Willingness to pitch and contribute to our small team.

#### Desired skills and experiences:

- Strong writing skills
- Highly organized with strong attention to detail
- Some prior graphic design experience preferred (Adobe Creative Suite and Microsoft Office Suite)
- Knowledge of social media best practices
- Strong time management, self-motivation, communication skills
- Demonstrated interest in performing or visual art, architecture or other cultural activities
- Ability to work and solve problems independently on occasion

The internship will require between 300 – 600 hours in our NYC office over 3 to 6 months (with opportunity for extension) depending on applicant needs. Interns eligible for academic credit are preferred. This is an unpaid internship.

Please submit a letter of interest, resume and short writing sample to [info@smhfoundation.org](mailto:info@smhfoundation.org) with "Spring Internship" in the subject line. Applicants with graphic design experience are encouraged to submit a sample of their graphic design work as well.

Steven Myron Holl Foundation is an equal opportunity employer committed to providing an environment free from discrimination and harassment based on race, age, creed, color, religion, national origin, sex, gender disability, veteran status, genetic information, sexual orientation, gender identity or expression.