



INTERNSHIP OPPORTUNITIES

We are currently looking for an intern to join our team who would like to gain experience working within our Archives for the artist Niki de Saint Phalle. Assisting at the Niki Charitable Art Foundation offers the opportunity to obtain exposure to ongoing programs to organize, preserve and digitalize a wide variety of materials. While conserving the history of the artist is at the forefront of our mission, being a small nonprofit allows for an ever increasing diversity of projects including website maintenance and research. We are looking for an enthusiastic, versatile individual that feels comfortable working independently and within a group. An Intern will learn about management of artists' Foundations, small archive management, artwork handling, exhibition and transport organization.

Proficient written and oral communication skills are a must. Junior and Senior undergrads majoring in a related field are welcome to apply. Upon completion of the internship, the NCAF can provide a written evaluation and/or letter of recommendation.

Requirements:

- Advanced computer skills (Mac preferred) – Microsoft Office, Photoshop, Wordpress, scanning, emailing
- Strong organizational skills
- Ability to work in a small team and independently on projects
- Ability to manage high-stress periods/projects
- Ability to lift and carry items up to 25 lbs+
- Excellent English language skills; spoken and in writing
- Second language skills, French preferred
- Valid drivers license
- Upon hiring, must complete background check and fingerprinting

Job description:

- Office work (filing, data entry, sorting, labeling, answering calls)
- File / internet research
- Blog and social media writing and editing
- Assist with artwork handling (condition reports, inventory, preservation, packing)

Hours: part-time, maximum of 10 hours per week; hours can be flexible

Compensation: \$1,200 stipend, evaluation

Period: 3 months

Location: Santee, CA 92071

Please send resumés to: archives@nikidesaintphalle.org

**Interviews by appointment only. No phone calls, please.
Accommodation and travel expenses are applicant's responsibility.**