



Princeton  
Internships in  
Civic  
Service

## PICS 2010 Internship Description

**Organization Name:** City of Santa Fe Arts Commission

**Internship Location:** Santa Fe, New Mexico

**Required Dates:** Yes  No  If yes, internship must start on: \_\_\_\_\_ and end on \_\_\_\_\_ or  
must include the period:

**Housing Will Be Available to Intern:** Yes  No  If yes, housing will be free:  or  
housing will cost the student:

### **Expected working schedule for this internship:**

Start Time: 8:00 am                      End Time: 5:00 pm  
Lunch break: 1 hour (duration)      Flexible (specific time, if applicable)

**Additional Information, if necessary:** n/a

(Please indicate if any of the preparation work will take place outside of the regular work schedule)

### Organization Description

*Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.*

The City of Santa Fe Arts Commission provides leadership for city government in supporting arts and cultural affairs. It recommends programs and policies that develop, sustain, and promote artistic excellence in the community. Through its work, the Arts Commission nurtures and supports Santa Fe's unique artistic and cultural heritage.

Major programs include: funding for nonprofit arts organizations; the acquisition of public art for the City's collection through the 1% for Public Art Program; "Artworks," a year-round arts education program in Santa Fe elementary schools; and special projects such as the annual "Mayor's Recognition Awards for Excellence in the Arts" and the annual "City Different Poster Competition." Ongoing services include information and referrals, technical assistance, and networking opportunities for artists and arts organizations.

The Arts Commission is a nine-member volunteer board appointed by the Mayor. A staff of four full-time and two part-time employees, as well as one full-time contractor, is responsible for carrying out the day-to-day work of the Arts Commission.

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

12 Stockton Street  
Princeton, NJ 08540  
609-921-7948, [pics@69csf.org](mailto:pics@69csf.org), [www.69csf.org](http://www.69csf.org)



## Princeton Internships in Civic Service

A participant of the Princeton Internship in Civic Service program for five years, the Arts Commission has benefited from the quality, talent, and dedication of Princeton Interns. Specifically, the Art Loan Program has grown from five annual loans to over 25, as a result of the focused attention of a summer intern.

### **Internship Description**

*Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.*

The internship will be based in the Art in Public Places program. The intern will specifically work with the Loaned Art Program.

The Loaned Art Program began in 2002. The purpose of the program is to place privately-owned art on City-owned property. Over the past four years the program has grown tremendously, in no small part because of the assistance of Community Service Fund interns. The intern would be asked to:

1. Re-evaluate and revise the priority site list;
2. Cultivate prospective lenders;
3. Implement a public relations strategy;
4. Issue and manage a "call to artists;"
5. Present eligible submissions to the jury;
6. Work with selected artists to move towards installation; and
7. Create a written analysis of the program's strengths and weaknesses.

To create a rich and well-rounded work experience at the Arts Commission the intern will have the opportunity to participate in and assist with other programs based on interest, skills and the workload of the primary internship assignment.

The benefit of the internship is in taking on the responsibility of successful implementation for the program for the summer. Interns are accountable for formulating and completing the project; beginning with research, proceeding to planning, moving through implementation, and ending with evaluation, the intern works under general supervision to effectively bring new loans to the program.

### **Intern Qualifications**

*Describe any particular skills, background, or qualities you are seeking in an intern.*

Strong oral and written communication skills are required, as are computer skills (MS Office in an XP environment), organizational skills, map reading, knowledge of digital cameras, and an understanding of general office procedures.

An intern with a background in art history, studio art, arts administration, public art, government and public administration, marketing and public relations, or related fields is desired.

The intern will be required to understand the goal of the project and associated outcomes, identify the necessary action steps, prioritize the required work, implement the action steps, and report on progress towards outcomes. The intern must be self-directed and comfortable working under general supervision.

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

12 Stockton Street  
Princeton, NJ 08540  
609-921-7948, [pics@69csf.org](mailto:pics@69csf.org), [www.69csf.org](http://www.69csf.org)