



**55 Taylor Street, San Francisco, CA 94102**

The Center for New Music is looking for up to three energetic and reliable candidates for 3-month internships. These positions include many opportunities to interface directly with the wide variety of participants in the new music community, including artists, organizational leaders, and audiences. Through hosting of the space and a focus in one of three administrative areas, the intern will gain direct experience with community-based arts work, and exposure to key facets of organizational development. The Center is a dynamic startup arts organization that encourages and rewards initiative, consistent and clear communication, and interpersonal skills.

**Development:** Support the Development Director, Executive Director, and Board of Directors in efforts to cultivate new and deeper support for the Center's mission and programs. Includes exposure to grant research and writing, individual cultivation, and community stewardship.

**Production:** Support the Managing Director in coordinating and executing events presented by the Center. Includes house management, box office, tech coordination, data and documentation, and exposure to event systems and publicity.

**Communications:** Support the Executive Director, Community Manager, and Board of Directors in articulating and sharing the vision of the Center to both existing and new audiences. Includes public relations, marketing, and social media work, and exposure to marketing and business strategy.

Prospective interns should send a cover letter and resume to Adam Fong, [adam@centerfornewmusic.com](mailto:adam@centerfornewmusic.com), indicating their preferred administrative area.