

Founded in 1956, the Graham Foundation for Advanced Studies in the Fine Arts (www.grahamfoundation.org) makes project-based grants to individuals and organizations and produces public programs to foster the development and exchange of diverse and challenging ideas about architecture and its role in the arts, culture, and society.

The Graham Foundation produces three major exhibitions per year and a host of public programs including lectures, performances, panel discussions, and receptions that engage contemporary work and issues in architecture. It is the largest private funder in the field of architecture in the country, making grants nationally and internationally to individuals and organizations. Support is project based and extends to books, exhibitions, installations, exhibition catalogs, films/videos/new media projects, as well as individual research projects.

Since 1963, the Graham Foundation has been located in the Madlener House, a 9,000-square-foot turn-of-the-century Prairie-style mansion located in the historic Gold Coast neighborhood of Chicago. The Graham is also home to Chicago's only architectural bookshop offering a selection of publications from an international roster of publishers, as well as an extensive collection of local and international periodicals on architecture, urbanism, art, and related fields.

The Graham Foundation seeks students of architecture, art, art education, history, design, and related programs interested in gaining experience at a non-profit arts organization, foundation, and/or cultural institution. Selected applicants will learn through active participation in tasks related to the foundation's grants and public programming.

Key responsibilities include:

- Provide the first point of contact for visitors during gallery hours ensuring that gallery visitors are always greeted with an informative and warm welcome and that any questions they have about the Graham Foundation's exhibitions, public programs, grantmaking, history, and identity are answered during the course of their visit.
- Staffing public and evening events.
- Maintaining mailing lists and directory profiles, updating online and print listings, distributing material, and communicating about programs via social media.
- Making sales, tracking inventory, stocking, and maintaining the Graham Foundation Bookshop.
- Administrative tasks including answering phones, taking messages, and sorting mail.
- Contributing to ongoing public programs and grantmaking history initiatives.
- Assisting with exhibition research, installation, and maintenance.
- Other duties as needed.

The Program Assistant will be organized, responsible, and detail oriented. She or he will ideally possess:

- An engaging personality
- Excellent verbal and written communication skills, including interpersonal and public speaking skills.
- Interest in learning about and promoting the Graham Foundation's programs and history.
- Initiative and the ability to work independently.
- Knowledge of or interest in architecture or art history, theory, and practice.
- Knowledge of Microsoft Office programs and general experience working in databases
- Working knowledge of Adobe Creative Suite, especially Photoshop and InDesign, is a plus

As a landmark historic building, the Madlener House has limited accessibility. The intern must be able to climb three to four flights of stairs.

Start date: April 21, 2014

End date: September, 2014 with potential to extend through December, 2014.

Work schedule: Flexible. 2 days per week 11:00am – 6:00pm, and regular evening events.

Compensation: Paid Fellowship

Please send a resume and cover letter to Ellen Hartwell Alderman at ealderman@grahamfoundation.org. Candidates for interviews will be contacted by email.

The Graham Foundation is an Equal Opportunity Employer interested in continuing the growth and diversity of its staff.