

ATLANTA BELTLINE, INC. ARTS PROGRAM FELLOWSHIP

Position Description

The BeltLine represents a tremendous opportunity to positively impact the way Atlanta will mature as a great city. The BeltLine will enrich Atlanta's quality of life with parks, trails, transit, and economic development and set a national standard for transformative investment, sustainable growth, and equitable development.

Atlanta BeltLine, Inc. (ABI) is accepting applications for fellows intended to increase the capacity and diversity of our staff. Our Fellowship Program seeks to provide temporary, part-time invaluable work experience for graduate-level individuals.

The Arts Program Fellowship is a position designed to provide clerical, administrative, technical and general support to the ABI staff. This professional will directly support the Director of Design, his/her direct reports and the project managers. In this capacity, this individual will work very closely with ABI's Staff and will receive direction to ensure objectives are achieved and deadlines are met. This role involves frequent interaction with various levels of internal and external contacts, assistance with projects, and continuous improvement of ABI's core administrative and operating systems.

This position offers practical experience to students who are preparing to work in the field of public art. The position will assist in the development and implementation of the BeltLine public art program, as well as play a key role in the *2010 Art on the BeltLine* project. We are seeking candidates that can work between March 1st and September 1st for approximately 15 to 20 hours per week. Work schedules will be set upon hiring and are flexible to accommodate class schedules. Candidates must be able to attend evening meetings.

GENERAL RESPONSIBILITIES

- Provide clerical, administrative, technical and other project-related support for ABI staff.
- Record, capture and/or transcribe meeting minutes or notes, as requested.
- Develop and/or maintain spreadsheets and databases for the purposes of tracking project specific information.
- Organize, file, and maintain documents, including maps, records of correspondence and related materials.
- Research relevant topics including best-practices from cities throughout the country.
- Draft position papers and other media supporting BeltLine efforts.
- Obtain information online or directly from external vendors, as requested.
- Interact effectively with all staff levels and partner with team leadership to support organizational change
- Complete other tasks and duties, as assigned.

PRIMARY RESPONSIBILITIES

- Interface with the BeltLine Public Spaces Advisory Group.
- Interface with the BeltLine Arts & History Advisory Group.
- Assist in the compilation of an artist registry.
- Compile files on current and planned art projects on and around the BeltLine.
- Research other public art projects and funding sources around the country.
- Assist in the creation of a funding and grant strategy for public art on the BeltLine.

SKILLS AND QUALIFICATIONS

Successful candidates will demonstrate strong professionalism, discretion, communication skills, technological savvy, and an ability to manage multiple tasks and competing priorities. The ideal candidate is a flexible and mature professional who is a quick learner, demonstrates strong personal initiative, attention to detail and task follow-through, and thrives in a fast-paced environment. The ideal candidate will be a first-year graduate student. Familiarity with public art, preferably through past work experience, is preferred. The ideal candidate should also:

- Be highly organized with good time-management skills.
- Be able to multi-task and handle a fast-paced, dynamic, environment.
- Have the ability to work independently.
- Be detail-orientated.
- Possess excellent research, writing, communications and analytical skills.
- Exhibit excellent word processing skills and proficiency with spreadsheets and PowerPoint.
- Familiarity with InDesign, Photoshop or other graphic software.
- Exhibit evidence of a strong ability to establish and maintain systems for organizing work.
- Possess well-developed time management skills.
- Be able to work efficiently and with minimum supervision.
- Have demonstrated the ability to anticipate needs, to seek out relevant information and to provide appropriate and timely responses.
- Possess strong professionalism, interpersonal skills, and telephone manner.
- Be a team player with history of effective collaboration and meeting deadlines.

BENEFITS

- Exposure to the country's largest urban redevelopment project.
- Opportunity to research and develop robust communications materials addressing complex issues facing urban environments around the country.
- College credit, if appropriate.
- Letters of recommendation provided upon successful completion of the fellowship.
- Opportunity to interact with civic and community leaders.

Interested candidates should submit a cover letter and resume to jobs@atlbelpline.org.

Atlanta BeltLine, Inc. is an Equal Opportunity Employer.

T:\HR\Interns\Spring-Summer 2010\ABI Arts Program Internship Job Description.doc

March 10, 2010