



Internship Opportunity at H Foundation for the Arts

The H Foundation for the Arts is excited to offer an enriching internship opportunity for students eager to immerse themselves in the dynamic environment of a non-profit art organization. This program provides comprehensive insights into organization operations, including event planning, art curation, education program and more.

Program Details

- **Duration:**
 - Session 1: Feb 1, 2025 – May 10, 2025
 - Session 2: May 10, 2025 – August 30, 2025
 - Session 3: September 1, 2025 – December 20, 2025
- **Schedule:**
 - Minimum commitment of two full days per week (10:30 AM–6:00 PM), including Saturdays or Sundays.
 - Up to 20 hours per week, with flexibility to accommodate academic commitments.
- **Location:**
 - H Foundation for the Arts, 2492-2494 Huntington Dr, San Marino, CA 91108

Eligibility

- Currently enrolled in an accredited college or university.
- Pursuing a degree in art, art history, museum studies, or a related field.
- Able to provide proof of eligibility for academic credit through their educational institution.

Main Responsibilities

- Support exhibition planning and communications alongside the owner and the director.
- Prepare and organize materials to accompany educational programs.
- Act as a liaison for press and media, managing publicity and mailings for organization's activities.
- Maintain and organize physical and digital press archives.
- Assist with gallery openings, events, and general support.

Ideal Candidate

We are looking for individuals who are:

- Reliable, friendly, curious, and committed to learning.
- Detail-oriented and highly organized.
- Skilled in writing and communication, with professional email etiquette.



- Proficient in computer tools such as Word, Excel, and basic knowledge of Photoshop or InDesign (experience with management databases is a plus).
- Interested in art and intersectionality.
- Able to exercise sound judgment and handle confidential information.
- Flexible and willing to work additional hours during events as needed.
- Bonus: Knowledge of Chinese is a plus, but not required.

Compensation

This is an **unpaid internship**, but the H Foundation for the Arts offers the following:

- Academic credit, subject to approval by your educational institution.
- A letter of recommendation upon successful completion (if needed).
- Proof of internship participation (if needed).

Application Process

Interested candidates should email a single PDF document containing their resume and cover letter to **info@h4arts.org** with the subject line: **[Your Name] – Internship Application**. The cover letter should highlight your interest in the internship and include proof of eligibility for academic credit.

Join us in supporting and celebrating artistic expression from Asian and Asian diaspora communities while gaining valuable hands-on experience in the art world!