



BLACK ARTIST ROSTER INTERN JOB DESCRIPTION

Job title: Black Artist Roster Intern
Location: Remote-flex position based out of Seattle, Washington
Terms: 6-month contract – 10 hours of work per week
Salary/rate: \$1,000 per month stipend
Requirements: Some event attendance and in-person meetings as able, depending on the intern's residing location and transportation abilities.

About us: ARTE NOIR celebrates and sustains Black art, artists, and culture by cultivating inclusive spaces, fostering opportunities, and honoring the diversity and vitality of Black creativity.

Emerging in 2021 as an online publication, we are now permanently located on the corner of 23rd & Union in Seattle's historic Central District.

ARTE NOIR boasts a retail shop with goods from Black creatives and a state-of-the-art exhibit gallery, providing a permanent home for Black art and artists.

About the role: Launched in 2024, ARTE NOIR's Black Artist Roster was developed to bring greater visibility and access to Black artists across the creative spectrum by providing local, national, and international opportunities including commissions, residencies, speaking engagement opportunities, and more.

The Black Artist Roster Intern will work under the guidance of the organization's Marketing + Editorial Director to coordinate roster opportunity outreach and marketing including drafting monthly opportunity emails, marketing and social media campaigns, sourcing new



opportunities and partnerships, and providing database management for our Black Artist Roster, hosted via Submittable. In 2025, ARTE NOIR aims to grow the roster to include artists from across the country and to provide high-quality art and speaking opportunities, professional development workshops, and events as a benefit to our roster members.

Responsibilities:

- Create and review roster reports in Submittable - demographics, skills, interests
- Create a marketing plan with recommendations for outreach, opportunities, and recruitment
- Create social media plan and assist with copy and graphics for social posts, emails, and roster workshops/events
- Review and aggregate roster opportunity submissions for monthly email + website
- Develop management system for roster communications, building upon existing protocols
- Develop plan for artist professional development opportunities and speakers bureau

Candidate requirements:

- Current senior-level college student or graduate-level student
- 3+ years of marketing and communications experience preferred, including writing and copyediting, drafting emails and social media posts, and designing marketing materials using Adobe, Canva, or similar programs
- Interest in the arts and/or experience working with the Black arts community are a plus
- Able to work independently

Contact us to apply

Please submit your resume and cover letter to Hilary Northcraft at info@artenoir.org by Monday, February 17, 2025, 11:59 PM PST.