

Arts Program Intern; Pine Meadow Ranch Center for Arts & Agriculture The Roundhouse Foundation

Title: Arts Program Intern; Pine Meadow Ranch Center for Arts & Agriculture

Status: Full-Time, Seasonal/Temporary; Start and end dates are negotiable; ideal candidate is available Mid-June through Mid-September.

Hours: 40 hrs/week; generally 8:30am – 5pm Monday through Friday; days and times vary depending on work requirements. Regular attendance at dinner with residents (up to once a week) expected; occasional weekend event work required.

Reports to: Residency Associate

About the Roundhouse Foundation & Pine Meadow Ranch

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education. The Foundation's vision is to create a positive impact through collaboration in communities by encouraging creative problem solving, supporting innovative programming, and stimulating the economy. Roundhouse Foundation employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

Pine Meadow Ranch Center for the Arts & Agriculture, a program of The Roundhouse Foundation, is a 260-acre working ranch serving as a learning lab for conservation, regenerative agricultural practices and creatively supporting economic development in a rural community. The Ranch also hosts a seasonal artist in residence program. The vision of the PMRCCA is to improve the well-being of people and place through the arts, stewardship, and sustainable agriculture, with the goal of preserving the land, views, and other assets of the historic ranch for years to come.

Position Overview

Pine Meadow Ranch Center for the Arts & Agriculture (PMRCAA) Arts Program Intern assists with the residency program in Sisters, Oregon. The residency program provides a special retreat for art making, creativity, collaborative and multidisciplinary projects, scientific research and scholarly discourse. This visually stimulating part of the country has historically and continues to provide significant inspiration to artists, writers, scientists, and scholars. The position will have the opportunity to work closely with community partners throughout the region to share programming opportunities.

The internship will provide opportunities to explore career pathways in arts administration and will expose the participant to the variety of ways individuals can be part of the vibrant art residency ecosystem. The intern will work behind the scenes to ensure both the residency and parallel programs run effectively and

efficiently. They will benefit from learning skills that will serve for careers in community education, arts, and administration. They will also meet and learn from the artists that come to the residency.

The theme of the 2023 residency program is *Food & Agriculture*. The Intern will work on a season-long project in alignment with the theme which highlights plant based materials which can be used for various art uses as well as developing a 'seed exchange library' for PMRCAA.

The Summer Arts Program Intern will report to the Residency Associate for daily tasks and work closely with the Arts Project Coordinator for project development.

The position is based in Sisters, Oregon.

Essential Functions

- Support Residency program including clerical assistance, maintaining studio spaces and supporting artist needs. Specific duties include:
 - Serve as a day-to-day office support person for the PMRCAA and Foundation including ensuring office phones and drop-ins are managed on a professional level.
 - Additional daily tasks may include receiving and distributing mail and packages; stock office and pantry supplies as required; check general email inbox and respond accordingly.
 - Ensuring all resident paperwork completed, recorded, and filed.
 - Greet residents and give them a tour of property; serve as on-site concierge while residents are on property during office hours.
 - Assist with setting up staff/trustee meet/greet; open studios, lecture series, workshops and other Residency event support including support for set-up and coordination.
 - Develop a deep understanding of the Sisters and central Oregon art scene to help connect visiting artists and other residents with local craftsman and activities.
 - Ensure artist studios are prepared, maintain and ensure all areas are presentable for guests, work with other staff on coordinating housekeeping contractors,
 - Work with the staff to keep the pantry stocked, respond to special needs, and pick up the Community Supported Agriculture when available.
 - Manage resident departure/check out and take feedback.
- 2023 Intern project includes: Utilizing the inventory of plant-based materials (i.e., seeds, flowers, plants, etc.) that ranch operations team has developed the intern will be responsible for cataloguing and formatting it for potential art material uses and create and develop a seed exchange library.
- Assist with unique Landscaping/Native Plant and Operations programs.
- Assist with social media and Newsletter messaging as it relates to PMRCAA
- Provide support for potential off-site projects as required.
- Occasional other duties on behalf of PMR and The Roundhouse Foundation as assigned

Minimum qualifications

- A successful candidate will demonstrate an interest in pursuing a career in Arts Program Management, Collections Development, Library Science, Historic Preservation, Non-Profit Management, or similar.
- People-oriented; organized, energetic individual who enjoys working with artists and community members.
- Basic understanding of customer service
- A creative problem solver and innovative thinker with the ability to face shifting priorities and conditions with grace and skill.
- Comfortable working with Microsoft Office Suite and Google Suite.
- A self-motivated individual who can function on their own or as part of a team, who is comfortable providing hands-on support on a working Ranch.
- Personal qualities of honesty, transparency, integrity, credibility, and a commitment to and passion for PMRCAA and the Roundhouse Foundation mission.
- Excellent verbal and written communication skills with exceptional attention to detail.

Desired qualifications

- Demonstrated knowledge of arts administration
- Relationships with communities and/or non-profits in rural Oregon.
- Understanding of Indigenous cultures and Inter-Tribal relationships across the Pacific Northwest
- Lived rural experience.
- Multi-lingual, Spanish preferred.

Compensation

This is a non-exempt, full-time, seasonal/temporary position. Position compensation is \$15-18/hour DOE.

Background check & Drug Testing

We are a community-centered organization, and all our staff conduct significant outreach to schools, social service centers, and other partner organizations. In addition, our facility (which houses both Roundhouse Foundation main offices and Pine Meadow Ranch Center for Arts & Agriculture) is a drug-free workplace. PMRCAA is a working ranch with safety-sensitive positions that would be dangerous if performed under the influence of drugs or alcohol. Roundhouse Foundation requires all new staff members to satisfactorily pass a background check, driving record check and pre-employment drug screen for the safety of employees, community partners and visitors. Therefore, employment is contingent upon successful completion of a pre-employment drug screen, background and driving record check. All employees may be subject to reasonable suspicion drug and alcohol testing.

Mandatory COVID Vaccine Policy

In an effort to provide and maintain a safe workplace, effective October 2021 Roundhouse Foundation will require all new hires to provide proof of vaccination to the RHF HR Office. This policy is to safeguard the health of our employees and their families, our clients and visitors, and the community at large from COVID-19. Except as provided by state law, all employees are required to receive COVID-19 vaccinations as a condition of employment unless a reasonable accommodation is approved. A full copy of the policy can be provided upon request.

Nondiscrimination Statement

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.