
Artpace Partnership with Rowdy Corps



Artpace nurtures the freedom to dream. We support the creative process and engage audiences with the most innovative art and artists from around the world. Our residencies, exhibitions, and education programs nurture the creative expression of emerging and established artists, while actively engaging youth and adult audiences.

Through our International Artist-in-Residence program, we invite nine artists annually to participate in a two-month residency. Each residency is comprised of three artists – one international, one national, and one from Texas. The **Fall 2017 residency** will include: **Lili Reynaud-Dewar (Grenoble, France/Geneva, Switzerland)**, **Martha Wilson (New York, New York)**, and **Heyd Fontenot (Dallas, Texas)**. Additionally, Artpace organizes three exhibitions per year in the Hudson Showroom and Main Space galleries.

The successful candidate will work independently and collaboratively. They will apply their creativity, critical thinking skills, and enthusiasm to a wide range of projects under the mentorship of Artpace staff. Artpace seeks applicants who devote significant energy to tasks at hand and bring to the table new ideas and creative solutions. An interest in contemporary art is preferred.

The Rowdy Corp Finance and Administration Intern's primary focus will be on assisting the Director of Finance and Administration with routine bookkeeping, reporting and analysis. The ideal candidate would have exceptional Microsoft Excel skills and experience working within in Quickbooks. Strong organizational skills and attention to detail are required.

Duties and Responsibilities:

- Record bills and invoices in Quickbooks
- Record sales receipts and batch deposits in Quickbooks
- Prepare Finance department check requests
- Prepare and maintain vendor and employee files
- Classify and record employees' monthly credit card statements
- Assist in preparing supporting documentation for grant reports
- Provide support for the annual audit
- Other duties, including adhoc reporting, analysis, research and organizing files, as assigned

Additional skills, knowledge and abilities:

- Proficient in Microsoft Office – Excel, Word, Outlook
- Experience in Quickbooks (preference if completed or currently taking Accounting Information Systems)
- Strong organizational skills and attention to detail
- Proficient writing and communication skills, to include phone etiquette
- Self-starter who can adhere to deadlines
- Ability to handle sensitive information with confidentiality
- Team player with a positive attitude