

Internship title: Open Studio Tours Coordinator Internship

Stipend/ Honorarium: \$2,500

Expected Hours: 10 hours per week/ with one (10) additional week at 20 hours.

Intern reports to: Grants and Programs Project Manager

Based in Tucson: Offices located at 525 N. Bonita Avenue, Tucson, Arizona 85745. Primary onsite, some remote. Minimal local travel within the Greater Tucson area is required.

Apply online: <https://artsfoundtucson.submittable.com/submit/366001/2026-arts-foundation-internship-application>

Priority deadline: Thursday, September 10, 2026; open until filled.

TO APPLY

Interested candidates should complete the online application and attach a resume detailing relevant experience, coursework, volunteer activities, and/or community involvement.

The Arts Foundation for Tucson and Southern Arizona (Arts Foundation) is an equal-opportunity employer committed to creating an inclusive workplace.

ABOUT OPEN STUDIO TOURS (OST)

OST is the largest self-guided showcase of artist studios, creative spaces, and galleries in the region. The three-day tour highlights our community's vibrant creativity and fosters deeper connections between artists, art enthusiasts, and the general public. OST catalyzes economic development while strengthening the fabric of social cohesion. Simultaneously, cultivating communities of practice across the sector.

INTERNSHIP SUMMARY

The Open Studio Tours Coordinator Intern assists the Grants & Programs Manager in communication with artists, data entry, outreach efforts, event logistics, marketing coordination, and program documentation. This is a hybrid position with approximately 10 hours of work per week. In-person work is typically scheduled on Tuesdays and Thursdays; however, the Arts Foundation offers flexibility to accommodate class schedules and other academic commitments with advance notice. Additional in-person availability will be required during OST event dates.

ESSENTIAL FUNCTIONS

1. Support artist communications, including updates and edits to artists' profiles on our website, and provide courteous customer service.
2. Assist in developing and executing a map distribution strategy, including physical delivery of materials.
3. Support general event logistics and preparation leading up to OST.
4. Attend OST weekend to assist with event operations and documentation (photo, video, or

written recap).

5. Weekly meetings with supervisor.
6. Contribute to ongoing evaluations of the program.
7. Assist with additional OST projects as assigned.

QUALIFICATIONS

The internship is open to undergraduate and graduate students, as well as emerging professionals interested in arts administration, community engagement, event coordination, and related fields.

EXPERIENCE

1. No prior professional experience required.
2. Interest in arts and culture, event planning, nonprofit work, or community engagement is strongly preferred.

ATTRIBUTES

1. Proficient in Microsoft Office, PowerPoint, Excel, and Adobe Acrobat.
2. Self-directed learner of management tools like Calendly, SharePoint, Submittable, Airtable, and Zoom.
3. Strong organizational skills with the ability to manage multiple tasks and priorities.
4. Excellent written and verbal communication skills and the ability to build positive relationships with artists, community members, and colleagues.
5. Experience integrating diverse community perspectives aligned with the Arts Foundation's commitment to diversity, equity, and inclusion.
6. Capable of working independently and collaboratively under deadlines with multiple projects.

WORK ENVIRONMENT

The intern frequently sits while performing duties and occasionally moves around the office for meetings and to access files. Responsibilities include operating office machinery and computers and effectively communicating information. The role also requires occasional standing and walking, as well as the ability to lift up to 25 pounds. Specific vision abilities needed include close, distance, color, peripheral vision, and depth perception. The employee may be exposed to outdoor weather and works in a moderate noise environment. The position may involve working in a politically sensitive setting with multiple priorities and deadlines.

DRIVER'S LICENSE

Must possess a valid driver's license and driving record, which is acceptable to the organization's insurance carrier.

ABOUT THE ARTS FOUNDATION FOR TUCSON AND SOUTHERN ARIZONA

VISION

Vision for Diversity, Equity, and Inclusion in our work. Through forward-thinking, accountable leadership, the Arts Foundation for Tucson and Southern Arizona works to affect systemic change that fosters an accessible, diverse, inclusive, and equitable local arts community.

PURPOSE

The Arts Foundation for Tucson and Southern Arizona is a 501(c)(3) nonprofit and funding agency. As the designated local arts agency, the Arts Foundation provides arts and cultural development services through direct funding, technical assistance, and professional development opportunities throughout Southern Arizona and manages the public art process for the City of Tucson. The Arts Foundation provides support to individual artists, collectives, and arts organizations while advocating for the creative workforce and equitable access to the arts on local, state, and national levels.

COMMUNITY

Prior to 2016, the mission and services of the Arts Foundation for Tucson and Southern Arizona (AFTSA) focused

solely on Tucson and Pima County. Today, AFTSA's service area resides between sets of historical, political, and geological boundaries, including 372 miles along the US-Mexico international border in the south and along the 590-mile stretch of the Gila River, which flows west from the New Mexico border to the Colorado River. We acknowledge that the land where we live and work is the traditional territory of seven tribal nations, including the Quechan Tribe, Cocopah Tribe, Tohono O'odham Nation, Pascua Yaqui Tribe, Ak-Chin Indian Community, Gila River Indian Community, and San Carlos Apache Tribe. The Arts Foundation serves all counties that reside south of the Gila River, including Pima, Yuma, Santa Cruz, Cochise, and parts of Graham, Greenlee, Maricopa, and Pinal.

FUNDING

The Arts Foundation for Tucson and Southern Arizona is funded by the City of Tucson, Pima County, and additional awards for which we apply. We are currently receiving additional funding from the Arizona Commission on the Arts and the National Endowment for the Arts.

HISTORY

In 1971, a group of citizens came together to form the Tucson Council on the Arts, an organization that serves as a catalyst and information resource for cultural development. The year 1984 marked the establishment of the Tucson Pima Arts Council (TPAC) as the arts council for the City of Tucson and Pima County, "the principal mechanism through which arts and cultural activities will be planned and carried out within the metropolitan area." In 2016, the Board of Directors voted to change the name of TPAC to the Arts Foundation for Tucson and Southern Arizona. This name change reflects the vision of the agency as one that serves a community and region rich in culture and is committed to supporting the arts in both the public and private sectors.