

SUMMER FOUNDATION INTERNSHIP

Introduction

harp-weaver LLC (www.harp-weaver.com) provides the management and administration of The Presser Foundation*, a private, charitable music foundation based in Philadelphia. On behalf of the Foundation, we are seeking a motivated summer intern to work on several projects related to its operations, data management, and communications.

**The Presser Foundation (www.presserfoundation.org) was formally established in 1939 under various deeds of trust of the late Theodore Presser. The Foundation has evolved to support a broad array of music genres and organizations in the Greater Philadelphia Area and nationally.*

Foundation Internship Description

Work collaboratively with another intern and the Foundation's staff on the duties and responsibilities below. This will be a valuable experience for any undergraduate student pursuing a career in music, communications, research, project/process management, and/or arts management

Foundation Intern's Duties and Responsibilities

- Review and update the Foundation's Trustee Handbook.
- Support the Foundation's outreach for the 2025-2026 Undergraduate Scholar Award, including conducting research on eligible institutions, utilizing the Grants Management System to complete EIN checks, and communicating application process details with former and prospective grantees.
- Support efforts to recognize the 100th anniversary of the Foundation.
- Conduct analysis of historical grant data.
- Assist with research related to the Foundation's strategic plan.
- Learn to operate Foundant, the Foundation's grant management system, to input and extract data.
- Attend site visits with Foundation staff to learn about grantee organizations.
- Assist with the Foundation's communications projects.
- Write two blog posts on topics related to the internship experience.
- Attend the Annual Board of Trustees Meeting in June.
- Assist with general office tasks.
- Perform additional projects upon request.

Requirements

- Undergraduate student with a strong interest in music.
- Commitment of 20 hours per week for 8 weeks in the Foundation's office in the Chestnut Hill neighborhood of Philadelphia, PA.
- Strong attention to detail.
- Excellent written and oral communications skills.
- Strong critical thinking skills.
- Able to work independently and as a team.
- Ability to handle multiple tasks.
- Proficient in Microsoft Office Suite.

Benefits

- Experience as an integral member of a small-staffed, arts-focused nonprofit organization.
- Research reports and analyses experience.
- Database and grant management experience.
- Exposure to the workings of a nonprofit board and committees.
- Gain project and process management skills.
- Opportunity to attend grantee site visits and the Board of Trustee Annual Meeting.
- \$15 an hour.
- We will work with you and an advisor if there is an opportunity to complete the internship for credit.

Conditions

- The Foundation will work to accommodate people of all abilities.
- The Presser Foundation has office space in the Chestnut Hill neighborhood of Philadelphia. The office is accessible via SEPTA bus and regional rail. There is also free and metered parking available around the building.
- This internship is 100% in-person.

To Apply

Send cover letter and resume to Rachael Gartner at rgartner@presserfoundation.org with “The Presser Foundation - Summer Internship” in the subject line no later than February 28, 2025.