



11 Week Summer Internship 2026

About ARTSmemphis:

At ARTSmemphis, our purpose as a granting organization is to grow the foundation of art for our city with diligent, thoughtful, diverse, and intentional support. While we have distributed over \$100 million since 1963 to artists and arts organizations, our support is not simply through good stewardship of donor dollars but also by providing financial guidance, organizational advice, marketing support, and networking opportunities and connections.

About the Position

This project is an in-depth experience in arts administration through the lens of grant making in the Grants & Initiatives Department of ARTSmemphis. The internship focus includes processing and maintaining organization data and information from our grant programs, assisting with grant review processes (including visits to grantee organizations), provide admin support for our extensive arts event calendar, provide support to strategic plan research, attend staff meetings & networking opportunities with larger ecosystem, as available, and serve as a member of the Grants team.

This position will provide support for grantee data management, reporting, and application processing, as well as other touch points with ARTSmemphis' grantee partners, while gaining experience in an organization with unique focus as a local arts agency. This is a great opportunity to learn about dozens of arts organizations of all sizes and disciplines serving Memphis/Shelby County.

Internship is Monday – Thursday, between the hours of 9:00 am to 4 pm.

Contact:

Nur Abdalla (direct supervisor)
Community Impact Manager
ARTSmemphis
575 S. Mendenhall
Memphis, TN 38117
901-778-7248
nabdalla@artsmemphis.org