



SEATTLE ARCHITECTURE FOUNDATION

SHAPE SEATTLE!

Architectural Tours Intern

SAF is looking for a team player to join us as our Architectural Tours Intern.

You will have the opportunity to work alongside our staff and volunteers to develop a new tour to launch this summer. Current tours being considered include, Ballard Ave, Seattle's Waterfront, and the Madrona Neighborhood. You will receive project direction and supervision, but you should also be comfortable working independently. Your creative ideas and hard work will help us create a stronger and more engaging experience for our guests and volunteers.

The qualified candidate will possess a combination of these interests and skills:

- Curiosity about architecture, design, landscape, construction, Seattle history and our community;
- Strong research, writing, editing and proof reading skills;
- Experience as a volunteer or working with volunteers
- Project management skills a plus (or interest in learning how to manage a project)
- Willingness to learn about a non-profit business model;
- Ability to work with volunteers, guests, the public and staff in a professional and courteous manner

The right candidates will have a "get things done" mentality, the ability to take initiative and enjoy working in a fluid, fast-paced environment.

Specific Duties:

- Work alongside group of volunteer tour guides to provide project management, editing, research and support needed to produce a tour
- Dedicate 2-4 hours per week to completing the assigned duties required to complete a tour (approximate internship length is 3 months)
- Be available occasional nights and weekends for team meetings.

This is an ideal position for a student or recent graduate in Architecture, History, English, Communications, or Journalism. This is a volunteer position, and interns can work out of our office or from home. There will be occasional in person meetings with volunteers, which may occur on evenings/weekends.

There is no paid compensation; however you will participate in a project that will have a direct impact on SAF's programming. By the end of your internship you should have a completed tour script to include in your portfolio. In addition to building your professional credentials and portfolio, you will also be able to attend SAF programming (including tours and special events) for free, for up to one year, and have numerous opportunities for professional networking.

Applicants should email a cover letter explaining your interest in the internship (detailing your hours of availability) and a resume addressing relevant experience/abilities/skills. Applications should be emailed to: stacy@seattlearchitecture.org. Our office is located at the Center for Architecture and Design (1010 Western Ave., Seattle, WA 98104).



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SAF Mission

The Seattle Architecture Foundation connects people to the architecture, design, and history of Seattle. We believe the more you engage with design, the more you feel connected to your changing city. As a volunteer driven organization, we provide programs which will empower you to make a difference in your community. Below are the standards we bring to our work.

Core Values

EDUCATION: Through our educational programs and events, SAF engages youth and adults with the built environment. We explore architecture as a visual record of our collective history, a force that shapes our daily lives, and a blueprint for our future.

EMPOWERMENT: Connecting the community with its architecture and design instills a lifelong commitment to and responsibility for the built environment. SAF believes an architecturally informed population is better equipped to advocate for design choices that best serve their community.

EXCELLENCE: SAF provides an opportunity for people to enhance their design knowledge, allowing them to seek and recognize excellence according to their own values and experience. SAF offers the highest quality programs and events, and serves as a community resource for information on the built environment.

COMMUNITY: The architecture of our communities reflects who we are and who we want to be. Through collaboration with community organizations and our volunteer-driven programs, SAF facilitates connections and open dialogues between the many diverse voices of our city.

EQUITY: SAF is committed to racial and social justice, by providing equitable access to our programs, fostering a diverse volunteer corps, offering resources for civic engagement, and creating programs that represent diverse viewpoints within the city of Seattle.

VOLUNTEERISM: In collaboration with SAF staff, much of our programming is developed and presented by volunteers. It provides opportunities for mentorship through SAF staff, professional development, leadership, and deeper engagement with Seattle's architectural community.

INTEGRITY: SAF promotes open communication of all policies, procedures and financial records and is committed to the highest standards of ethical and professional conduct.