

# careers

MY ANTI-UNEMPLOYMENT

## Arts Administration Interview Questions

1. What are the duties of an art administrator?
2. What responsibilities did you undertake in your previous position as an art administrator?
3. What arts organization experience do you have?
4. Do you have any experience in marketing?
5. Tell us about your fundraising experience?
6. How do you plan to manage the budget?
7. Why did you choose to work for a non-profit organization?
8. Tell us about your public relations experience?
9. Where do you want to be in five years?
10. What might be some other skills you could bring to our program?

## Common Topics of Discussion

### **Are You Ready To...?**

- Supervise paid and volunteer staff
- Oversee budgets
- Plan events
- Writing grant proposals to raise money
- Run fundraising drives
- Recruit participants
- Negotiate contracts
- Public speaking
- Design arts education activities
- Manage databases of subscribers and other information

Sources:

[Great Sample Resume](#)

[The College Board](#)