



Summer 2019 Programs Internship Job Description

THE ARTS COUNCIL PROGRAMS INTERNSHIP JOB DESCRIPTION

The Arts Council of Brazos Valley, a 501 (c) (3) nonprofit organization with a 40+ year history of making the arts accessible to visitors and residents of the Brazos Valley, seeks an intern to **assist in all aspects of programming and events including summer camp administration and promotion, administration of annual grant cycle, gallery show preparation, special event promotion and execution, and assisting with marketing staff to promote and market our programs.** Students interested in careers with non-profits, arts agencies, small businesses, or community programs and grant-making should apply.

This paid internship will provide the intern valuable, real-world experience, as well as providing The Arts Council with much needed programming and event support. In addition, this internship will help participants develop professional networking skills through the opportunity to work with the general public, members, donors and media outlets throughout the Brazos Valley. Learn more about The Arts Council at acbv.org!

INTERN DUTIES AND RESPONSIBILITIES:

- Assist Arts Council **summer camp** teachers with classroom management, student registration, and supply purchasing. Help manage summer camp budgets and assist marketing staff with promoting camps and classes and securing registrations.
- Assist with the **management and preparation of gallery shows** in the galleries at The Arts Council, including artist solicitation and contracting, curation, labels, sales, and installation and de-installation.
- Assist the Deputy Director with the management of **annual grant cycles** including assisting with coordinating grant training, application checking, grant reporting, and grant panel application reviews.
- **Research potential funding and granting sources** and compile reference information for Arts Council programs. Assist with compiling grant applications.
- Assist with the **logistics of arts programming** as need arises, including meeting with artists, researching and soliciting sponsors or partners, and coordinating media requests.
- Work with 60+ Arts Council **affiliate arts organizations** to improve upon current methods of promoting arts activities to visitors and residents of the Brazos Valley.

- Perform miscellaneous office duties related to **programming and special events** including greeting customers, answering phone/email inquiries, event ticket sales, event planning and assisting with program set-up/take down.
- Increase **community awareness** of The Arts Council through active participation in area festivals and events.
- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

- Effective project management skills; ability to multi-task
- Excellent written and communication skills
- Computer proficient; strong working knowledge of Microsoft Office products and Google Drive
- Highly motivated; personable; energetic
- Punctual and reliable
- Ability to work as part of a team

SUPERVISION:

Reports directly to The Arts Council Deputy Director

HOURS OF WORK:

- Summer Internship runs from May 20 – August 23
- 15-20 hours per week required; specific hours will be coordinated with supervisor around class schedule
- The Arts Council is open Mon-Fri 9am- 6pm; Sat 10am -5pm
- Some evening and Saturday work may be required to staff special events

COMPENSATION:

- This internship is paid, \$1,500/semester
- Willing to assist the student with activities required for course credit for internship. Speak with your program/academic advisor in advance to determine eligibility.

PHYSICAL EFFORT:

The position involves minimal physical exertion, except when assisting the production of special events, exhibits, or promotion. Walking, lifting and time outside in all weather conditions may be required on specific occasions.

APPLY:

Please submit your resume and cover letter to deputy@acbv.org with *Summer Programs Internship* in the subject line.