



Summer 2021 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 **manage summer camps; support exhibitions, special events and workshops; identify marketing strategies, and conduct programming evaluation.** Students interested in careers with non-profits, arts agencies, or community programs 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 and artists throughout the Brazos Valley. To learn more about The Arts Council, visit acbv.org!

INTERN DUTIES AND RESPONSIBILITIES:

- Assist The Arts Council with **summer camp** promotion, registration, parent/teacher communication, classroom management, and virtual support.
- Assist with the **preparation of exhibitions** at The Arts Council and its community galleries. Work to contract artists, and manage installation/de-installation.
- Assist with **arts programming** as needed, including everything from researching and soliciting sponsors to managing logistics.
- Perform miscellaneous office duties related to **programming and special events** including greeting customers, answering phone/email inquiries, conducting event ticket sales, helping with 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.
- Book and support **facility rentals** for meetings and events
- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

- Must enjoy working with kids
- 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 Programs & Events Manager

HOURS OF WORK:

- Summer Internship runs from May 2021 – August 2021
- 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 1p -4pm
- 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 programs@acbv.org with *Summer Programs Internship* in the subject line.