

# Festival Programs Internship

*Spring/Summer 2021*

*Application Deadline: October 31, 2020*

*2021 DMAF Dates: June 25-27*



Join the Des Moines Arts Festival® staff in the carefully detailed preparation and execution of the Festival. This will be a fun-packed position that builds a diverse set of new skills and experience. The internship is part time starting early/mid February and begins full time following the conclusion of the spring semester, through the three-day Festival, and ending the last week in July. The focus of this position will be on administering the Festival's award-winning programs including the *Juried Art Fair*, *Student Art Exhibition*, *Community Outreach Program*, *Emerging Iowa Artists*, and *Food Vendor Management* with the guidance of the Festival Staff. In addition to the distinguished experience and networking opportunities, interns will receive a monthly stipend.

Internship duties include but are not limited to: festival program management and execution, research, data management, creating and executing collateral materials, artist relations, sponsor and donor relations, volunteer relations, and manual labor. All interns are involved in the day-to-day operations of the organization. We will work together as a team, helping each other successfully execute the details of the event production. Extensive hours are required during the week of the event, and during the month of June leading up to the Festival (nights & weekends were needed). All interns are expected to contribute to the overall success of the Festival including load-in and load-out of the Festival and any heavy lifting required. Intern impact is visible at the Festival, and a true sense of accomplishment is instilled at the completion of the Festival.

Seeking students in the process of obtaining a degree in event management, marketing, communications or public relations.

## Qualifications we seek:

- Responsible
- Very detail oriented
- Motivated self-starter
- Self-sufficient, independent worker
- Efficient, hard-working
- Team player, coachable
- Upbeat and positive attitude
- Enjoys manual labor and hands-on activities
- Can handle working outdoors in ANY weather element and be on their feet for several hours

## Skills we seek:

- Solid working knowledge of computer programs such as Microsoft Word, Excel, Power Point, Publisher.
- Excellent writing and communication via letter writing and emails.
- Experience with customer service.

Resume and cover letter should be sent to Daphne Dickens via email, [ddickens@desmoinesartsfestival.org](mailto:ddickens@desmoinesartsfestival.org).