



Workshops Intern Position

Ideal start date for Intern: Immediately

Hours (per week): 8 - 24

Length of Internship: Sept – Dec (one semester)

For Credit (requires 120 hours in a semester): Please specify in cover letter

Compensation: \$50/week for 10 weeks

Job Description/Intern Duties:

The Workshops internship is an opportunity to learn about arts education and programming design while providing valuable support to the Visual Arts Curator. The selected applicant will work closely with full-time staff, resident artists, community-based artists, craftspeople, and instructors on the design, scheduling, and implementation of creative as well as professional development workshops. Candidates should be willing to tackle different tasks each day, both in tandem with the Visual Arts Curator, or other full-time staff, and independently based on the needs of the project at hand.

Ongoing responsibilities include:

- Research and assemble information on current and potential workshop instructors
- Assist in design of workshop structures with instructors
- Assist the full-time staff and instructors with workshop preparation and facilitation when necessary
- Manage workshop schedule
- Act as an information liaison between Creative Alliance and general public during selected high-profile workshop events

Through these activities he/she/they will assist in the creation of marketing material, web content, and social media postings related to scheduled workshops. Interns will leave having had a wealth of experience in every aspect of arts education program development and design. Additionally, she/he will make a significant contribution to the Creative Alliance's Visual Arts Department.

Preferred Majors or Areas of Study:

Art Education, Arts Management, Communications, Marketing, Curatorial Practice

Special Requirements:

Candidates must have working knowledge of Office programs; knowledge of Adobe Illustrator, In-Design, and Photoshop is preferred; knowledge of social media platforms such as Instagram

and Facebook; ability to perform physical labor (lift and sustain 50 lbs, ability to stand on your feet for two hours at a time, etc.) while closely following instructions; ability to write and edit with attention to grammar and spelling; good, conversational phone manners; self-driven, positive attitude; the intern will be expected to work some Friday and Saturday evening workshops (typically ending by 8pm).

Other Important Information:

This internship will specifically focus on helping to develop and promote art-based workshops. Interns will also have the opportunity to work with teaching artists. Clerical work, including database entry and research, occasional set-up and takedown of events, and some marketing work is involved. Transportation is a plus, but not a requirement.

To Apply:

Send cover letter and resume to thomas@creativealliance.org