

Arizona Commission on the Arts CALL FOR INTERNS

*****Deadline to apply: 21 August 2013*****

Position title (specific); position reports to:

- Arts Learning Intern: Alex Nelson, Director of Arts Learning
- Artist Services Intern: Jessica Rajko, Artist Services Coordinator
- Director's Office Intern: Robert Booker, Executive Director
- Arts & Technology Interns: Michael Soto, Grants and Operations Coordinator

Number of hours per week; schedule: 5-12 (to be identified at the time of posting); weekly schedule to be determined by intern and supervisor.

Dates of service: August 2013 through December 2013(with the possibility to continue). Positions may be renewed or reposted.

Location: ACA offices at 417 West Roosevelt; Phoenix, AZ 85003

Position description (general):

Imagine an Arizona where everyone can participate in and experience the arts.

The Arizona Commission on the Arts (ACA) is an agency of the Arizona State Government.

The ACA Internship Program provides emerging leaders in the arts with the opportunity to investigate and participate in the operations of a state arts agency. Through a combination of learning experiences, work projects, and group collaborations, interns become integral members of our team. Interns are expected to participate in daily activities, contribute skills and ideas, and produce excellent work, all the while preparing to become the next generation of arts, nonprofit, and cultural leaders.

ACA internships are unpaid. Program benefits may include personal career mentoring from/by ACA staff. You may also be eligible for university credit for your ACA internship (course/credit must be identified and arranged by intern with counsel from his/her university advisor).

Qualifications:

ACA interns must...

- ...be undergraduate students, graduate students, or college graduates
- ...have experience/interest in (Accessibility, Arts Learning, Communications, Local Arts Development, Performing Arts, Visual Arts, Literature), arts administration, public relations, and/or cultural policy
- ...possess exemplary verbal and written communication skills
- ...possess strong organizational skills and the ability to prioritize and manage concurrent projects
- ...possess the ability to work independently as well as in a team environment

Preferred qualities:

ACA interns should be...

- ...assertive and resourceful self-starters, able to problem-solve and to fully engage in projects/tasks
- ...comfortable using or willing to learn to use Microsoft Office products: Excel, Access, Outlook, Word, FrontPage
- ...comfortable working with or willing to learn to work with complex databases
- ...comfortable updating or willing to learn to update information on the ACA website

Specific duties and responsibilities:

ACA Arts Learning Intern:

- Assist with the grants administration process serving schools, community service organizations and education programs in arts organizations
- Assist with agency work in support of Arts Learning programs and resources; conduct research, compile information and work on other Arts Learning project initiatives
- Assist with tasks related to the Teaching Artist Roster Program
- Assist with the design and delivery of workshops, conferences and other professional development offerings

ACA Artist Services Intern:

- Assist with tasks related to the Professional Development Grant and Artist Research and Development Grant
- Assist in the grants panel process for grants programs serving individuals artists
- Assist with ongoing research on individual artist resources/opportunities
- Assist in the development of one or more new grants programs
- Assist with public art artist/administrator professional development opportunities
- Update and maintain various mailing lists and databases

ACA Director's Office Intern:

- Schedule legislative visits for the director and commissioners
- Research related to attendance by school groups to major arts organizations
- Organize and schedule a series of meetings with business and tourism associations across the state for the Executive Director (ED)
- Create informational documents and power points for the ED
- Some clerical work, field work, staff meetings and in city site visits with the ED.
- Other duties as assigned

Arts & Technology Intern - Metrics and Databases:

- Assist with cleaning and de-duping grants and programs databases
- Assist IT staff in the streamlining of database processes and tools
- Assist IT staff in creation of a system for recording existing grant and program metrics for the purpose of streamlined data reporting processes

Arts & Technology Intern - Digital Archives and Records:

- Assist with digital records organization, cleaning and de-duping
- In coordination with IT staff, responsible for creating a proposal for digital archive system
- Assist with implementation of digital archive system
- In coordination with IT staff, responsible for creating a digital inventory of resources and information

If you are interested, please submit the following via email or mail. **Deadline to apply: August 21, 2013.**

- A *one page* letter of inquiry, speaking to coursework, experience, or special interests related to the posted position
- A resume or CV
- A list of at least three professional/academic references (contact info only: names, titles, phone numbers, email addresses; letters of reference not required)

Email your materials to: info@azarts.gov with a subject line that pertains to your application:

OR mail your materials to: Arizona Commission on the Arts, 417 West Roosevelt, Phoenix, AZ 85003-1326
Attention: ACA Arts Learning Intern, ACA Artist Services Intern, or ACA Director's Office Intern