

# Arizona Commission on the Arts CALL FOR INTERNS

**\*\*\*Deadline to apply: 08 September 2011\*\*\***

**Position title (specific); position reports to:**

- Accessibility Intern: Jaya Rao, Accessibility and Grants Coordinator
- Arts Learning Program Intern: Alex Nelson, Director of Arts Learning
- Communications Intern: Casey Blake, Communications Director
- Strategic Partnerships Intern: Jennifer Tsukayama, Director of Strategic Partnerships

**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:** Fall/Winter 2011: September 2011 through December 2011(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

## Arizona Commission on the Arts Internship Opportunities –Fall/Winter 2011

### Specific duties and responsibilities:

#### ACA Accessibility Intern:

- Research and compile resources related to accessibility issues for people with disabilities
- Assist with the creation of a statewide network of Accessibility Coordinators
- Assist with dissemination of information and gatherings related to the Americans with Disabilities Act (ADA)

#### ACA Arts Learning Program 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 Communications Intern:

- Assist with writing and production of press releases; assist with website updates and creation of social media content
- Update agency mailing list
- Complete research projects as assigned
- Assist with Arts Commission conferences and media events
- Work with Public Relations Coordinator to compile a statewide media database
- Assist with the promotion of projects or programs of the Arts Commission, such as the Arizona Centennial Musical Compositions.

#### ACA Strategic Partnerships Intern:

- Assist with research involved in developing new initiatives and projects as needed
- Assist with grants process and review for programs serving individuals and organizations
- Update and maintain various databases
- Assist with agency work in Tribal Nation Relations and Rural Economic Development
- Assist with agency work in support of the state Centennial programs
- Conduct research and coordinate logistics for exhibition projects

If you are interested, please submit the following via email or mail. **Deadline to apply: 08 September 2011.**

- 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](mailto: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 Accessibility Intern OR ACA Arts Learning Program Intern OR ACA Communications Intern OR ACA Strategic Partnerships Intern.**