

# Arizona Commission on the Arts CALL FOR INTERNS

**\*\*\*Deadline to apply: 27 January 2011\*\*\***

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

- Accessibility Intern: Jaya Rao, Accessibility and Grants Coordinator
- Arts Learning Program Intern: Mandy Buscas, Arts Learning Director
- Communications Intern: Casey Blake, Communications and Research Director
- Programs Intern: Robert C. Booker, Executive Director
- Strategic Initiatives Intern: Adriana Gallego, Director of Strategic Initiatives

**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:** Winter/Spring 2011 opportunities, February 2011 through May 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

**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

**ACA Programs Intern:**

- Assist with the preparation of materials related to launch of new ad campaign
- Assist the executive director with tasks and research related to the implementation of new programs and initiatives
- Work to develop agency Powerpoint presentations
- Complete tasks related to activities for the state of Arizona Centennial celebration

**ACA Strategic Initiatives 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 support of public art, visual arts, literary arts and local arts agencies
- Liaise between agency and statewide public art administrators
- Conduct research and coordinate logistics for projects as needed

If you are interested, please submit the following via email or mail. **Deadline to apply: 27 January 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 Programs Intern OR ACA Strategic Initiatives Intern.**