



## INTERNSHIP PROGRAM

The Arizona Commission on the Arts 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 develop essential skills, acquire valuable experience, and prepare to become the next generation of arts, nonprofit and cultural leaders.

### **What is the Arizona Commission on the Arts?**

An agency of the State of Arizona, the Arizona Commission on the Arts supports a statewide arts network. The Arts Commission receives and administers funds from the State of Arizona and the National Endowment for the Arts and directs this funding to programs that contribute to the growth and stabilization of the arts, impact student learning, nurture and develop artists' craft and skills, preserve the rich traditions of Arizona communities, and encourage participation by citizens of all ages and abilities. For more information, visit our website at [www.azarts.gov](http://www.azarts.gov).

### **What does the Arts Commission look for in an intern?**

The following are the qualifications for any Arts Commission intern. Additional qualifications may apply to specific internship opportunities.

#### **Qualifications:**

Arts Commission interns must...

- be undergraduate students, graduate students, or college graduates;
- possess exemplary verbal and written communication skills;
- possess strong organizational skills and the ability to multitask; and
- possess the ability to work independently, as well as in a team environment.

#### **Preferred qualities:**

Arts Commission interns should be...

- assertive and resourceful self-starters;
- able to problem-solve and to fully engage in projects/tasks;
- comfortable using Microsoft Office products: Excel, Outlook and Word; and
- comfortable working with or willing to learn to work with complex databases.

#### **About the Internship:**

The Arts Commission internship is for **Spring 2016**. Interns will work from the Arts Commission offices, located at 417 West Roosevelt Street, Phoenix AZ 85003. Arts Commission Internships are unpaid; however, you may be eligible for university credit for your internship.\*

*\*Course/credit must be identified and arranged by intern with counsel from his/her university advisor.*



### What internship opportunities are available?

#### **Arts Learning Intern** (managed by Alex Nelson, Director of Arts Learning)

- Assists with the grants administration process serving schools, community service organizations and education programs in arts organizations.
- Assists with agency work in support of Arts Learning programs and resources; conducts research, compiles information and work on other Arts Learning project initiatives.
- Assists with tasks related to the Teaching Artist Roster Program.
- Assists with the design and delivery of workshops, conferences and other professional development offerings.
- Updates and maintains various mailing lists, databases and newsletters.
- Other duties as assigned.

#### **Communications Intern** (managed by Steve Wilcox, Communications and Research Director)

- Works with Communications staff to develop layouts and content for digital publication.
- Assists in creation of blog and social media content.
- Assists in other activities related to agency communications.
- Experience with Adobe Photoshop and InDesign preferred.
- Other duties as assigned.

#### **Artist Services Intern** (managed by Gabriela Muñoz, Artist Services Coordinator)

- Assists with management of artist grant programs.
- Assists with ongoing research/development on individual artist tools, resources and opportunities.
- Assists with AZ ArtWorker program design, implementation and evaluation.
- Coordinates Arts Opportunities newsletter.
- Updates and maintains various mailing lists and databases.
- Other duties as assigned.

#### **Executive Director's Intern** (managed by Robert Booker, Executive Director)

- Research related to arts organizations and arts education.
- Research and assist in preparing a grant application to one or more foundations related to access to the arts.
- Creates informational documents and power points for the executive director.
- Some clerical work, field work, staff meetings and in-city site visits with the executive director.
- Other duties as assigned.



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### **Grants & Operations Intern** (managed by Ben Watters, Grants and Operations Coordinator)

- Assists with the collection and organization of digital records.
- Conducts basic data analysis and prepares reports based on findings.
- Assists with the administration of agency grant programs.
- Researches and compiles resources related to the development of new projects.
- Other duties as assigned.

### **Organizational Services Intern** (managed by Kristen Pierce, Organizational Services Coordinator)

- Assists with processing of applications for grants to organizations and schools and administration of panel review process.
- Assists with the administration of the Professional Development Grant program for individuals; including application processing, panel review, reporting and communications.
- Assists with the planning and execution of other programmatic special events, workshops and meetings including content creation and logistics.
- Other duties as assigned.
- This internship opportunity is ideal for individuals with studies or interests in Arts Management and Administration, Grant Administration, Volunteer and Event Coordination.

*\*This internship offers an extended opportunity as the ideal candidate would be available until June 30, 2016. However, shorter terms will be considered.*

### **How do I apply?**

To apply, please send an email to Stacey Wong at [swong@azarts.gov](mailto:swong@azarts.gov) with the subject line: Internship (and specify which internship you are applying for) with the following:

- A cover letter or letter of inquiry, addressing your experience or special interests related to the posted internship (maximum 1 page).
- A current resume or CV (maximum 2 pages).
- A list of three professional/academic references (include name, title, phone number and email address).

Materials should be attached as a single Word document or PDF and labeled with your first and last name (ie, JaneSmith\_CoverLetterResume).

**Deadline to Apply: Tuesday, January 19, 2016.**