



Arizona Commission on the Arts 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.

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.

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

Opportunities Available: 4

Internship Period: Summer 2015

Location of Internship:

417 West Roosevelt
Phoenix, AZ 85003

Compensation: Arts Commission Internships are unpaid; however, you may be eligible for university credit for your internship*

Deadline to apply:

Monday, May 4, 2015





What specific internship opportunities are available?

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

- 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
- Update and maintain various mailing lists, databases and newsletters
- Other duties as assigned

Communications Intern (managed by Steve Wilcox, Communications & Research Director)

- Work with Communications staff to develop layouts and content for digital publication
- Assist in creation of blog and social media content
- Assist in other activities related to agency communications
- Experience with Adobe Photoshop and InDesign preferred

Artist Services Intern (managed by Casandra Hernandez, Artist Programs and Career Services Coordinator)

- Assist with tasks related to the artist grant programs
- Assist with ongoing research/development on individual artist tools, resources, and opportunities
- Assist with public art artist/administrator professional development opportunities
- Update and maintain various mailing lists and databases

Executive Director's Intern (managed by Bob Booker, Executive Director)

- Research related arts organizations and arts education
- Help create new workshops related to the arts
- Create informational documents and power points for the ED
- Some clerical work, field work, staff meetings and in-city site visits with the ED

How do I apply?

If you are interested, please submit the following via email. **Deadline to apply: Monday, May 4, 2015.**

- A letter of inquiry, speaking of experience or special interests related to the posted position (maximum 1 page)
- A resume or CV (maximum 2 pages)
- 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 Patrick Fanning at pfanning@azarts.gov. Make sure your email's subject line specifies which unique internship(s) you would like to be considered for.

