



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?

One of 56 state and jurisdictional arts agencies across the United States, the Arizona Commission on the Arts is a 50-year-old agency of the State of Arizona and a leading force in the creative and professional development of Arizona's arts sector. Through robust programs, research initiatives, and strategic grantmaking, the Arts Commission catalyzes arts-based partnerships that strengthen Arizona communities through the arts. For more information, visit our website at www.azarts.gov.

What does the Arts Commission look for in an intern?

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

Qualifications:

Arts Commission interns must...

- be individuals possessing interest and experience relevant to the opportunity;
- 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, such as Excel, Outlook, Word, and others; and
- comfortable working with or willing to learn to work with complex databases.

About the Internship:

The Arts Commission currently seeks interns for **Summer 2019**. Interns will work from the Arts Commission offices, located at 417 West Roosevelt Street, Phoenix AZ 85003. You may be eligible for student course credit for your internship, however course/credit must be identified and arranged by the intern with counsel from their academic advisor.



We are currently accepting applications for the following internships:

Arts Learning Intern (managed by Anastasia Freyermuth, Arts Learning and Grants Coordinator)

- 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 works on other Arts Learning initiatives.
- Assists with the design and delivery of events, 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 Director)

- Assists in expansion and maintenance of media lists.
- Through online research and direct correspondence, collects and processes grantee news and announcements.
- Conducts and synthesizes research on Arizona communities, including demographics, cultural resources, and established communication networks.
- Strong research and data collection skills required.
- Proficiency with Microsoft Excel preferred.

Artist Services Intern (managed by Gabriela Muñoz, Artist Programs Manager)

- 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.

Organizational Grants and Services Intern (managed by Kristen Pierce, Organizational Grants and Services Manager)

- Assists with processing of applications for grants to organizations and schools, as well as 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, Grants Administration, and/or Volunteer and Event Coordination]*



INTERNSHIP PROGRAM

Internship Compensation

Interns are compensated at a rate of \$10 per hour, provided the intern has no conflicts prohibiting receipt of a stipend. It is the intern's responsibility to a) establish eligibility for payment, including but not limited to any restrictions related to payment and receipt of student course credit, and b) to discuss this with their potential supervisor.

Exact stipend amounts will be determined based on the schedule set by the intern and the supervisor and will be contractually outlined by the internship supervisor at the start of the internship. Interns receiving compensation will receive their internship stipend in 2 installments: 1 halfway through the internship and 1 upon internship completion.

Internship Expectations

Specific responsibilities, expectations, and schedule will be determined on an individual basis by each supervisor and intern. Internships are adaptable to an intern's schedule, within the following parameters:

- Hours worked will occur within standard agency business hours of 8am to 5pm, Monday through Friday.
- Internships typically last a minimum of 10 weeks and a maximum of 16 weeks.
- Interns typically work a minimum of 6 hours a week to a maximum of 12 hours a week.

How do I apply?

To apply, please send an email to Brad DeBiase at bdebiase@azarts.gov that includes the following:

- A current resume or CV (maximum 2 pages).
- A list of three professional/academic references. For each, include name, title, phone number, email address, and one-sentence articulation of how the named reference can speak to your experience or qualifications.
- A cover letter or letter of inquiry, addressing your experience or special interests related to the posted internship (maximum 1 page).

Materials should be attached as a single Word document or PDF and labeled with your first and last name (i.e., JaneSmith_CoverLetterResume). **Please indicate your first and second choice of internships in the body of your email.**

**Applications will be accepted until Friday, May 24th 2019 at 5:00 PM.
Applications will be reviewed, and applicants will be notified shortly thereafter.**