

## **Arts Council of Southeast Missouri Internship**

### **Description**

The Arts Council of Southeast Missouri was founded in 1961 by local metal-smith, Otto F. Dingeldein. We are proud to be the oldest Arts Council in the state, and even precede the Missouri Arts Council in date of origination by a few years. Our mission is to provide a forum for residents and artists of the Southeast Missouri region to explore, experience, and share in the diversity and excitement of the arts. We do this by providing approximately 150 educational programs and events to the area over the course of the calendar year.

The benefits to the intern include the opportunity to work closely with both the Director and Gallery Manager on day-to-day events, workshops, and special event planning and execution. We are looking for art students who are eager to learn about our organization and get involved in all aspects of running a non-profit and gallery space.

An internship is heavily catered to the intern's school/work schedule and the intern's goals. Typical internships with the Arts Council last 1-2 semesters. After the intern has put in 20 hours they may receive "members benefits" until the end of their internship. This includes, but is not limited to: discounts on juried shows, free participation in the members show, free ticket to the craft fair, etc.

### **Possible Responsibilities**

- Assist with implementation of new and existing programs
- Contribute in the development of promotional materials both in print and online
- Assist with documentation and analysis of program/exhibit/shows
- Assist in preparing for shows: hanging, mailing prospectuses, etc.
- Help to monitor posts on blog, forums, and social networks
- Online Research for Calls for Artists, etc.
- Assist in First Fridays
- Assistance in gallery talks and workshops

\*It is important that interns be willing to do the full scope of possible tasks at the Arts Council from assisting in folding 500+ prospectuses to helping host events.

### **Requirements**

- Excellent verbal and written communication skills
- Friendly disposition and willing and able to communicate with patrons
- Comfortable with assisting in workshop settings with school and scout groups
- Organizational skills and attention to details
- Able to work independently and under direction
- Passionate about the arts and growing interest in it in the community
- General availability to assist with evening programming and First Fridays

To submit an application, email [artscouncil@capearts.org](mailto:artscouncil@capearts.org) with a copy of your resume, a letter of interest, and a professional reference letter and the contact information for a secondary reference.