

Call for Interns!



For more information, visit our website at www.phoenix.gov/arts

These positions are eligible for university credit (credit must be arranged prior to internship with your university advisor).

Application Deadline: Tuesday, December 11, 2018

Internship Dates: January 7 - May 3, 2019

Hours: 12 – 15 hours/week

Stipend: \$500 upon completion

The Phoenix Office of Arts and Culture's Internship Program offers hands-on opportunities to learn and participate in the operations of the City of Phoenix's Local Arts Agency!

All submissions for any below positions must include:

- Describe your experience or interest in this opportunity and indicate your preferred programs (max one page- PDF format)
- A resume (max two pages- PDF format)
- A list of at least three professional/academic references (Please do not send letters of recommendation- PDF format)
- \$500 stipend upon completion



Email application *with subject line: POAC INTERN APPLICATION* to Christina Park, Art Collections Manager, at christina.park@phoenix.gov

ART COLLECTIONS INTERN

This position works with the Art Collections Manager to assist in future exhibitions for the Gallery @ City Hall as well as registrar duties for the Municipal and Public Art Collection. Projects and duties will include exhibition design, reconciling the permanent collection with corresponding digital and print records, conducting provenance research projects pertaining to the collection, and assisting in building data for an online public research database. This internship is ideal for individuals with an interest in exhibition curation and Museum Studies. Experience with handling and curating artwork preferred, but not required.

COMMUNICATIONS INTERN

This intern will work with the Communications Manager on communications tools and social media. Projects and duties will include social media posting, creating communications tools for public consumption, learning about Phoenix arts and culture orgs, and attending and documenting local arts events and community meetings. This internship is ideal for individuals with an interest in public and non-profit media communications, equitable representation and advocacy of arts and culture in media, social media, and active research on the local arts and culture scene. Strong writing, photo, and video editing skills preferred.

GRANTS + ARTS LEARNING INTERN

This position will work with the Grants and Arts Learning Manager to assist with upcoming projects in preparation of the 2019-2020 Community Arts Grants program year. Projects will include grants and panelist data entry, data analysis, arts survey development and execution, grants orientation planning, and other projects at the intersection of grants program management and DEI (Diversity, Equity, and Inclusion) work. This internship is ideal for individuals with an interest in DEI within arts and culture sector; strong attention to detail; experience with Microsoft Access or other database management system preferred, but not required.

PUBLIC ART INTERN

This position will report to a member of the Public Art Staff to assist with a wide variety of Project Management activities. Responsibilities may include: issuing, collecting and analyzing results of an artist survey, helping Project Managers plan and execute public meetings, working with Artists and Project Managers to connect with communities for project specific engagement events. This internship is ideal for individuals with an interest in public art, civic project management, community engagement, and sustainability. Experience with Microsoft Office programs, strong writing, organization, and effective time management skills required.