

# INTERNSHIP CALL



The Phoenix Office of Arts and Culture's Internship Program offers hands-on opportunities to learn and participate in the operations of the city government arts agency. Through a combination of learning experiences, work projects, group collaborations, and cohort discussions, interns develop essential skills, acquire valuable experience and prepare to become the next generation of arts and cultural leaders.

## About the City of Phoenix Office of Arts and Culture (POAC)

POAC was established in 1985 to champion and sustain the City's arts and culture community to make Phoenix a great place to live, work, and visit. The office has three primary areas:

- **Community Investments and Engagement**  
Invests nearly \$1 million in grants to nonprofit arts organizations to ensure cultural services and opportunities are accessible to Phoenix residents of all ages, and promotes arts learning for youth and professional development opportunities for individual artists and administrators to help sustain a healthy cultural workforce.
- **Cultural Facilities**  
Oversees eight cultural facilities, including the Gallery @ City Hall that is dedicated to displaying rotating exhibitions from the City's municipal art collection.
- **Public Art**  
Since 1986, Phoenix has run one of the nation's leading public art programs. Funded through an ordinance that invests one percent of the city's Capital Improvement Program to enhance the design of public buildings, infrastructure and spaces, it has involved artists and other design professionals in creating more than 190 major projects. They range from airport facilities, parks, community centers and canal trails, to pedestrian bridges, streetscapes, overpasses, transit centers, recycling centers, and other key infrastructure.

## Qualifications

Office of Arts and Culture interns must have

- curiosity about art's role in building a better city
- interest relevant to the opportunity
- a desire to learn about working in arts administration
- the ability to work in a team environment, as well as independently
- some familiarity in social networking and social media
- experience with Microsoft Office Suite programs

## Benefits and skills developed

Office of Arts and Culture interns will have the opportunity to strengthen

- verbal and written communication skills
- organizational skills and the ability to multitask
- the ability to problem-solve and to fully engage in projects/tasks
- Microsoft Office Suite skills
- the ability to navigate other complex databases
- knowledge about working in a municipal government entity

## About the internship

POAC currently seeks interns for Fall 2019. Interns will primarily work from POAC at City Hall in downtown Phoenix located at 200 West Washington Street, Phoenix AZ 85003. Some interns will take part in field work. 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.

## Internship opportunities

### Community Investments and Engagement Intern

Will work with the Community Investments and Engagement team to prepare for the 2020-2021 Community Arts Grants Program, as well as assist with the Youth Arts and Culture Council (YACC) and other projects. Projects may include assisting with the grants database transition, grants orientation and capacity building workshops, panel reviews, and working with the YACC. This internship is ideal for individuals with an interest in grants for arts and culture organizations, creative youth development, and capacity building for the arts and culture community.

### Gallery Intern

Will be supervised by the Friends of Phoenix Public Art, a nonprofit that supports the maintenance and restoration of the Public Art collection of the City of Phoenix and manages the operations of the Gallery @ City Hall. Responsibilities may include: assisting with volunteer recruitment and retention, serving as a gallery docent, preparing promotional materials and social media for the gallery, and working with Friends on new exhibitions including planning, marketing, and implementation.

### Public Art Intern (note that this internship is from September – mid-January)

Will report to the Public Art Staff and assist with a wide variety of Public Art project and collection management activities. Responsibilities may include: working with Artists and Project Managers to organize an archival system to conserve and maintain the public art collection; connecting with communities for project events, and presenting professional development opportunities for artists. This internship is ideal for individuals with an interest in public art, civic project management, community engagement, and archival work. Experience with Microsoft Office programs, strong writing, organization, and effective time management skills required.

## Internship compensation

Interns receive a stipend of \$500 broken into two \$250 installments (paid at internship mid-point and 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. Intern working with YACC may work evenings.
- Internships typically last a minimum of 12 weeks (October 2019 to mid-January 2020, except Public Art internship which is from September 2019 to mid-January 2020).
- Interns typically work a minimum of 10 hours a week to a maximum of 15 hours a week.

## By when and how do I apply?

**The deadline to apply is August 25<sup>th</sup>, 2019 by 11:59pm.** To apply, please send an email to Anel E. Arriola, Community Investments and Engagement Manager, at [anel.arriola@phoenix.gov](mailto:anel.arriola@phoenix.gov) that includes the following documents in PDF format:

- A current resume (maximum two pages)
- A cover letter describing your experience and/or interests related to this internship opportunity Please indicate which internship position(s) you are interested in (max one page).
- In the case that you are selected to be interviewed, let us know what times you are available on September 3<sup>rd</sup> and/or 5<sup>th</sup>, 2019, for an interview.