 Arts Administration Internship Announcement

The Chehalem Cultural Center is accepting applications for an Arts Administration Intern to join our small, passionate team. The Center’s small staff pulls off a big job, and each team member is relied upon to be a leader and team-player. All staff members at the Chehalem Cultural Center are expected to be creative thinkers and independent problem solvers, and fun to be around.

INTERNSHIP GOALS

* Intern will work with the Arts & Public Programming Coordinator over the 3-4 month program, and will gain the skills to curate, coordinate and install an exhibition as well as coordinate public programming events.
* Through this internship one will learn the inner-workings of a non-profit Arts & Cultural Center, gain skills in exhibition coordination and curation, and the ins and outs of putting on public programming.
* Intern will also work with the Education Coordinator to coordinate Summer Art camp.

DUTIES (subject to change but may include)

* Exhibition install and de-install
* Exhibition curation and coordination
* Art handling, packing and shipping
* Assisting the Arts & Public Programming coordinator with administrative tasks
* Event set-up and clean-up
* Event planning and coordination/communication with event committees
* Coordinating & communicating with artists, vendors, performers, community partners
* Summer Art Camp coordination and management

REQUIRED EXPERIENCE

* Exposure to and passion for the arts
* Experience working with diverse populations and children
* Self-management and taking initiative abilities
* 2-3 years of work experience
* Strong communication skills both written and verbal
* Strong problem solving skills
* Strong organizational skills
* Computer experience

PREFERRED SKILLS

* Fine Arts skills
* Formal writing skills
* Office Experience
* Public speaking experience
* Teaching and/or camp experience

CONTRACT

* 3-4 months starting in June; timeline can be flexible based on school schedule
* This is an unpaid internship.

TO APPLY

* Submit a CV/resume and cover letter via e-mail to the Arts & Public Programming Coordinator Carissa Smith-Burkett at carissa @chehalemculturalcenter.org with *Arts & Public Programming Internship* as the subject line. **Deadline: April 30th, 2018.**