



LEXARTS

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Community Arts Internship Spring 2018

Mission Statement

LexArts promotes quality arts experiences for the benefit of people in Central Kentucky through funding, advocacy, technical assistance, communication and programming initiatives.

About LexArts

LexArts is a non-profit organization that works for the development of a strong and vibrant arts community as a means of enhancing the quality of life in Central Kentucky. Through its annual *Fund for the Arts*, LexArts has raised millions of dollars in support of local arts. In turn, LexArts underwrites the operating expenses for a variety of partner organizations, offers affordable exhibition and performance space for eligible organizations, as well as competitive grants for community outreach projects. In addition, LexArts provides a wide range of programs designed to integrate the arts into our daily lives including *Gallery Hop* and *Arts Showcase Weekend*.

Time Commitment

Candidates must commit to a minimum of 12-15 hours per week. Days/times are flexible and most often will fall within the hours of 9am and 5pm, Monday-Friday. Occasional nights and/or weekends may be required.

Overview

An intern in this position will work with the Community Arts and Development Departments in the research and development of foundation grants for the organization.

Responsibilities

- Research potential grant opportunities that align with LexArts current or future projects.
- Work with Community Arts Manager to construct narrative and language for grant applications.
- Assist with coordination of LexArts Grant Process
- Assist with preparations for Gallery Hop, including attendance at ArtsPlace during Hop.
- Provide occasional Administrative Support and coverage of the Receptionist Desk

Qualifications

- Desire to gain Nonprofit Administrative and Grant experience
- Microsoft Word, Outlook, and Excel skills
- Attention to detail
- Ability to accomplish tasks with minimal supervision
- Self-starter with ability to problem solve creatively
- Ability to multi-task and focus amid possible distractions

Expected outcomes

The Community Arts Intern will gain a better an understanding general arts administration. They will receive an understanding of the role public art plays in community building and enrichment. In addition to understanding the processes and functions of artistic development, the internship will also focus an understanding of the grant research and writing process and how that fuels projects within an artistic nonprofit organization. The Intern will also be involved with frontline administrative coordination to help further understand relevant community outreach to stakeholders and artists, thus connecting community members and fueling creativity. Though unpaid, this 150-hour internship will be used to earn school credit and comes with the chance to build experience for your resume and gain a reference.

\$500 stipend on successful completion of the internship

Please email letter of interest and resume to:

Nathan Zamarron, Community Arts Director, nzamarron@lexarts.org