



## **Arts Administration Internship Winter/Spring 2017**

### **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 should be able to commit 15-20 hours per week. Days/times are flexible, but must be within the hours of 9:00 am to 5:00 pm Monday-Friday. Occasional nights and/or weekends may be required. LexArts internships are unpaid.

### **Overview**

An intern in this position will gain a broad understanding of nonprofit operations, and will work across all departments including Community Arts, Administration, and Development.

### **Responsibilities**

- Work with the Community Arts Director on LexArts events including Arts Showcase Weekend and Gallery Hop, including assistance in preparing website and printed materials.
- Assist with preparation of gallery and installation of new exhibits.
- Assist Community Arts Director with administration of ongoing Public Arts projects.
- Assist with special event planning and execution before and during events, including Gallery Hop, artist receptions, public forums and any other LexArts events, as necessary.
- Assist Development staff with database management, donor gift processing and distribution of Fund for the Arts materials, including donor mailings and event invitations.
- Provide occasional administrative support and coverage of the reception desk to include receiving guests, handling phone calls, and other duties as necessary.

### **Qualifications**

- Desire to gain Nonprofit Arts Administration experience
- Microsoft Word, Outlook, and Excel skills
- Graphic design experience a plus
- 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 Intern will gain experience and understanding of general arts and nonprofit administration. They will receive an understanding of the role public art plays in community building and enrichment. 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. Interns will also gain an understanding of nonprofit work and event coordination, along with practical skills in administration and gallery curation. Though unpaid, this internship may be used to earn school credit and also offers the chance to build experience for your resume and gain a reference.