



Arts Administrative Internships, Summer 2021

About LexArts

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

Overview of Internships

LexArts is seeking interns in the following areas:

- **Public Art & Gallery Management**
- **Social Media Marketing & Digital Storytelling**
- **Artwork Documentation and Digital Archival**
- **Finance & Operations**
- **Development & Donor Relations**
- **Executive Campaign Oversight & Support**

Interns will expand their skillsets and understanding in their particular department, as well as gain knowledge across all departments by collaborating with the entire LexArts team.

Details

Candidates should be able to commit 10-15 hours per week for 12 weeks (full summer session). Days/times are flexible. This is a hybrid internship where most work is expected to be conducted from home following COVID-19 safety standards. Some LexArts events usually occur outside of work hours but may be modified as we respond to the ongoing effects of COVID-19 on public events. Interns will report directly to a departmental supervisor and will interact regularly with the internship coordinator. Selected interns will receive a stipend of \$500 at the end of their internship.

How to Apply

Submit application and supplemental materials at <https://form.jotform.com/200235257673958>. Applicants may submit for multiple internship positions but may only be appointed to one position at a time. Please email questions to the Internship Coordinator: mckenzie@lexarts.org or info@lexarts.org

Important Dates

Summer internship application deadline: April 9th, 2021.
Internship start date: Flexible, around May 17th, 2021.

Expected outcomes

Interns 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 economic development. Interns will also be involved with frontline administrative coordination of stakeholders and artists. Interns will also gain an understanding of nonprofit work and event coordination, along with practical skills in administration and gallery curating. In addition to earning a \$500 stipend, this internship can be used to earn school credit and comes with the chance to build experience for your resume and gain a valuable reference.

INTERN AREA DESCRIPTIONS:

Public Art & Gallery Management

Responsibilities

- Assist with preparation of physical gallery and online galleries during changeover of exhibitions, creating spreadsheets of artwork/artist information for exhibits, photographing artwork, editing photos, and managing upload to digital galleries
- Continuing ongoing project of developing digital maps of cultural assets in Lexington, conducting condition reports on public artworks, surveying local organizations for creation of an arts organization database
- Assisting with development of a LexArts mobile app
- Assist with administration of ongoing Public Arts projects, grants, and other duties as assigned

Qualifications

- Desire to gain nonprofit art administration experience
- Proficiency in Microsoft Office Suite
- Adobe Creative Cloud, graphic design experience a plus
- High 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
- App development experience a plus

Social Media Marketing & Digital Storytelling

Responsibilities

- Assist with creating and fulfilling social media strategy and scheduling, particularly for fundraising campaign
- Creating visual and written content for all social channels and publications
- Writing/editing press releases, creating targeted email campaigns, adding content to website
- Assisting with development of a LexArts mobile app

- Other marketing, public relations, and digital storytelling duties as assigned
- Intern will gain portfolio of original digital storytelling and social media campaigns, proficiency in various social and communications platforms including HootSuite, Constant Contact, Facebook Business Suite, etc.

Qualifications

- Proficiency with Microsoft Office Suite
- Skills in photography, video editing, graphic design, website design a plus
- Self-starter with ability to receive tasks and carry out with minimal supervision, empowered to keep projects on schedule by regularly checking in with teammates
- Excellent written and verbal communication skills, desire to develop marketing skills, high attention to detail
- App development experience a plus

Artwork Documentation & Digital Archival

Responsibilities

- Document artwork in LexArts gallery and storage, create digital archive of historic newspaper clippings and other relevant media for LexArts 50th Anniversary project
- Assisting with development of a LexArts mobile app
- Other marketing, public relations, and digital storytelling duties as assigned
- Intern will gain portfolio of digital archival work
- May assist social media marketing intern with creating and scheduling/posting content for social channels

Qualifications

- Proficiency with Microsoft Office Suite
- Skills in photography, video editing, graphic design, and digital archival a plus
- Self-starter with ability to receive tasks and carry out with minimal supervision, empowered to keep projects on schedule by regularly checking in with teammates
- Excellent written and verbal communication skills, desire to develop marketing skills
- High attention to detail, creative problem solver
- App development experience a plus

Finance, Accounting & Operations

Responsibilities

- Observe all operations, finance, and accounting processes, create a “manual” relaying all procedures (writing intensive internship)
- Assisting with development of a LexArts mobile app

- Assist Operations Manager with accounts receivable, accounts payable, bank statement reconciliation, and financial statement preparation
- Coordination on ad hoc projects with other departments to ensure accurate tracking and compliance

Qualifications

- Proficiency with Microsoft Office Suite
- Excellent written and verbal communication skills, high attention to detail, organizational skills
- Desire to develop accounting and finance skills, desire to contribute to community through enabling their work
- Ability to accomplish tasks with minimal supervision, to multi-task and focus amid possible distractions
- Creativity in problem solving, flexibility in methodology
- App development experience a plus
- Basic financial accounting knowledge and Quickbooks experience are a plus

Development & Donor Relations

Responsibilities

- Supporting organizational campaigns including Horse Mania, LexArts 50th Anniversary, Capital fundraising, donor solicitations, and Makers Mark collaborations
- Assisting with implementation of the annual Workplace Giving program and the SMART Card program, serving as liaison to WPG site coordinators, local vendors, and SMART Card retailers
- Building capacity for donor database, attending committee and staff meetings, coordinating Arty Parties
- Researching prospective donors, logging data, contacting previous donors/sponsors, creating logistics maps for thank-you gift deliveries
- Assisting with development of a LexArts mobile app
- Assist with other projects including fundraising and stewardship events, arts programs, communications efforts, general administrative support, and other duties as assigned

Qualifications

- Desire to gain nonprofit development and fundraising experience, give back to community
- Proficiency with Microsoft Office Suite
- Attention to detail, excellent people skills, ability to accomplish tasks with minimal supervision
- App development experience a plus

Executive Campaign Oversight & Support

Responsibilities

- Supporting interdepartmental organizational campaigns including Horse Mania, LexArts 50th Anniversary, Capital fundraising, donor solicitations, and Makers Mark collaborations

- Building capacity for all areas of the nonprofit including development, marketing, donor relations, operations, public art, and building management
- Assisting with development of a LexArts mobile app
- Assist with other projects and duties as assigned

Qualifications

- Desire to gain broad nonprofit experience, and executive leadership and management skills
- Proficiency with Microsoft Office Suite
- Attention to detail, excellent people skills, ability to accomplish tasks with minimal supervision
- App development experience a plus