

Program Internship

Spring Semester-Summer 2019

Des Moines Arts Festival[®] Program Intern will assist the Festival staff in the preparation and execution of the Festival. The position is part time during the spring semester and full-time starting in May, through the three-day event, and ending the last week in July. This internship does include a stipend.

This internship will focus on executing the Festival's award-winning programs including the *Juried Art Fair*, *Interactive Art Activity*, *Student Art Exhibition*, *Community Outreach Program*, and *Emerging Iowa Artists Program* from the guidance of the Festival Executive Director and Production and Program Manager.

Job duties will include but are not limited to: program management and execution, research, data management, creating and executing collateral materials, artist relations, sponsor and donor relations, volunteer relations, and manual labor. All interns are involved in the day-to-day operations of the organization. We work together as a team, helping each other successfully execute the details of the event production. Extensive hours are required during the week of the event, and likely during the month of June leading up to the event (nights & weekends where needed). All interns are expected to contribute to the overall success of the Festival including load-in and load-out of the Festival and any "heavy lifting" required to be successful.

Qualifications we seek:

- Responsible
- Very detail oriented
- Self-starter
- Self-sufficient, independent worker
- Hard-working
- Upbeat and positive attitude
- Enjoys manual labor and hands-on activities
- Can handle working outdoors (in any weather element) and on their feet for several hours

Skills we seek:

- Solid working knowledge of computer programs such as Microsoft Word, Excel, Power Point, Publisher.
- Solid writing and communication via letter writing and emails.
- Experience with internet content development is a plus.

Resumes and Cover Letters should be sent to Daphne Dickens via email ddickens@desmoinesartsfestival.org. Questions may be directed to Daphne via email or phone: 515-286-4956.