

Summer Internship

Intern Responsibilities

Two Interns will gain experience in arts performance management in a small non-profit arts organization. Both will work directly with and be supervised by the Arts Council's executive director. Interns will work primarily on live summer public performance programs. Interns will be on-site for all performances to set up and clear the venue, distribute informational flyers, make necessary announcements, assist with sound equipment, document events, and interact with performers and audiences. In-office duties will include making arrangements with performers and venues, preparing music licensing reports, planning and executing publicity, and maintaining financial and attendance records. Interns will also assist with fundraising and planning *First Night® Springfield* and create a signature project (to be determined by the director and interns).

Location and Schedule of Activities

Interns will work in the Arts Council's office, located in the Hoogland Center for the Arts (420 South Sixth Street; Springfield, Illinois). Parking is available in the adjacent parking ramp, and parking fees will be covered as a benefit of employment. All performances take place in the historic center of downtown Springfield. Internship working hours will be Wednesday through Friday from early-June through mid-August on a schedule coinciding with day and evening performances and needed office work.

Qualifications

Applicants must be Illinois residents enrolled in a public or private high school in either Sangamon or Menard counties and must be eligible to work in the United States. Applicants may be graduating seniors. They must demonstrate interest in the arts and show some experience in event planning. Ideally, applicants possess a working knowledge of computer programs, experience with social media platforms, good writing and speaking skills, and a cooperative attitude.

Stipend

\$2,150.00 per intern - 14.3 hours a week for 10 weeks at \$15.00 an hour

Application Process

Applicants should submit a **résumé** and **letter of interest** to explain why they desire the position by 5:00 P.M. on Friday, May 24. In addition, one **letter of recommendation** from a teacher or from an adult familiar with the applicant's work is required as part of the application. Applications may be sent by email to Bella Szabo: director@springfieldartscouncil.org, with 'Internship Application' in the subject line. Questions may be directed to 217-753-3519.

Funding

This year's Summer Youth Employment in the Arts program is partially supported by the Illinois Arts Council. This project is supported in part by the National Endowment for the Arts. This program is partially supported by the Springfield Area Arts Council, enriching the community through the arts for forty-eight years in Sangamon and Menard counties.