



JOB TITLE	REPORTS TO	CLASSIFICATION	HOURS PER WEEK	STIPEND
Summer Intern	Executive Director	Independent Contractor	11	\$1,692

About the Organization

The Springfield Area Arts Council is dedicated to enriching the community through the arts. Our initiatives, from live performances to grant opportunities, celebrate creativity in all its forms and enrich the cultural landscape of the Springfield area. We believe creativity flourishes when everyone feels welcome and supported. We strive to create an inclusive environment that reflects the diversity of our community and celebrates the unique perspectives that each person brings to our work.

We are committed to treating all individuals with fairness and respect, regardless of race, ethnicity, age, gender identity or expression, sexual orientation, ability, religion, national origin, or any other part of their identity. The more diverse our team, the stronger our impact on the arts.

Job Overview

Interns will gain experience in program management and office administration in the nonprofit sector, working directly with the Arts Council's executive director and program director. Interns will work primarily on live summer public performance programs with supplemental office administration tasks designed to promote professional growth and creativity.

The Youth Employment in the Arts program is partially supported by a grant from the Illinois Arts Council. This is a seasonal, part-time, contracted position with the possibility of renewal for the following year based on future funding. Individuals must meet qualifications based on grant requirements to be considered for renewal.

Applicants should submit a resume and letter of interest to explain why they desire the position. In addition, one letter of recommendation from a teacher or an employer is required as part of the application.

Responsibilities and Duties

Event Management Assist in executing SAAC's summer programs and events: welcome attendees, set up and clear the venue, make necessary announcements, assist with sound equipment, and provide additional assistance when necessary.



Financial Oversight Engage event attendees to process payments and maintain financial records of sales and donations.

Community Engagement & Partnerships Develop relationships with artists, vendors, audiences, and sponsors to enhance programming.

Marketing & Promotion Assist in social media, promotional materials, and outreach efforts to increase event visibility and attendance.

Administrative Duties Maintain event records, assist with licensing reports, and ensure physical workspace is well-maintained.

Skills and Qualifications

Required qualifications for all candidates:

- Applicants must be residents of Illinois in either Sangamon or Menard counties
- Must be eligible to work in the United States
- Must be between the ages of 16 - 22
- Demonstrated interest in the arts

A successful candidate will possess the following skills:

- Experience in event planning
- Working knowledge of computer programs
- Experience with social media platforms
- Good writing and public speaking skills
- Cooperative attitude
- Works well in a fast-paced environment

Working Conditions

This is a seasonal position with irregular hours, including evenings and weekends, to support events and programs. Internship working hours will be 10.5 hours Wednesday through Friday for ten weeks from late-May to early-August on a schedule coinciding with day and evening performances and needed office work.



The Art's Council's office is located in the Hoogland Center for the Arts, 420 S 6th St, Springfield, IL 62701. Many of our programs take place outdoors during the summer, meaning exposure to heat, humidity, and varying weather conditions. The role involves setting up and transporting event materials, which may require moving equipment or coordinating support to ensure accessibility for all team members.

We are committed to fostering an inclusive work environment and will provide reasonable accommodation to ensure all qualified candidates can perform the essential functions of the role.