

# ArtPrize Job Description

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**Position:** Learning & Engagement Support Intern

**Department:** Learning & Engagement

**Hourly Wage:** \$10 hourly

**Dates:** July 15 - October 25

**Time Commitment:** 15 hrs / week

The ArtPrize organization is looking for a creative and outgoing individual interested in gaining experience with an event-based arts nonprofit, working alongside ArtPrize staff on a variety of projects. This position includes assisting with some volunteer recruitment and volunteer program operations, facilitating hands-on art activities during community events and engaging school groups as well as the public in conversations about contemporary art.

The ArtPrize organization produces open citywide contemporary art experiences that encourage critical discourse, celebrate artists, transform urban space and promote cultural understanding. The ArtPrize team produces two biennial events that alternate years: ArtPrize (an international art competition) Project (a series of citywide, community-oriented public art commissions).

The Department of Learning & Engagement helps to develop programs, partnerships, tools and services that provide experiences and opportunities for people of all ages and backgrounds to connect and engage with events produced by ArtPrize in a meaningful way. We work on initiatives designed for schools, families, volunteers as well as current and potential visitors. Ultimately the function of the department helps to cultivate a sustainable event by creating deeper connections to events produced by ArtPrize, the arts, and the Grand Rapids community; inspiring generations of art-lovers, artists and event goers.

## DELIVERABLES

- Develop a greater understanding of ArtPrize as an organization
- Develop a greater understanding of arts non-profits
- Help support volunteer recruitment efforts as well as summer events
- Learn and assist with a volunteer database
- Learn and assist with research and data collection

## NETWORKS

- The Grand Rapids community
- Local nonprofits. Colleges and Universities
- ArtPrize staff and volunteer community

## Minimum Job Requirements:

### EDUCATION

- High school diploma, must currently be enrolled in a college/university.

## EXPERIENCE

- Organized, self-motivated and proactive
- Employs a calm and friendly disposition
- Experience with Microsoft Office
- Organized, self-motivated and proactive
- Creative problem solver
- Demonstrate passion for arts education and community
- Excellent communication skills
- Ability to be flexible, multi-task and work collaboratively

### **Limitations and Disclaimer**

ArtPrize is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.