

ArtPrize Job Description

Position Title: Productions & Exhibitions Intern

Department: Production & Exhibitions

Reports To: Exhibitions Manager,
Operations Manager

Compensation: \$10 per hour

Internship Dates: July 8 – September 30, 2019

Hours: 15 hours per week

General Purpose: The Productions & Exhibitions Intern will play a vital role in the ArtPrize Productions and Exhibitions Departments. The essential job functions of this individual will be to support and assist the production and execution of Project 1 artist installations, assist with special events, and support the Productions and Exhibitions departments with administrative tasks. Organized, creative, and flexible candidates are invited to apply for a fast-paced, rewarding seasonal position.

Essential Job Functions

- Support the production and execution of Project 1 artist installations
- Assist with booking and producing the entertainment for Project 1 events
- Support the production and management of Project 1 events
- Work alongside Project 1 artists to complete tasks
- Perform general administrative duties
- Other duties as assigned
- Remain flexible and willing to assist the organization in a broad spectrum of ways
- Help to promote and ensure the success of the Exhibitions and Operations departments

Minimum Job Requirements

EDUCATION

- Must be currently enrolled in a college/university.

PREFERRED SKILLS

- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills, flexible and detail oriented
- The ability to multi-task and work both independently and collaboratively on various projects
- Access to a personal laptop equipped with Microsoft Office (preferred)

PHYSICAL REQUIREMENTS

- Ability to lift up to 25lbs occasionally
- Ability to stand for lengthy periods of time

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TO APPLY

Please send a **cover letter** and **resume** to jobs@artprize.org. Applications will be received until the vacancy has been filled.

Limitations and Disclaimer

ArtPrize is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race/ethnicity, national origin, marital status, religion and faith tradition, sex, sexual orientation, gender identity and expression, economic circumstance, 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.