



## Summer Internship

Waterloo Arts is seeking a summer intern to support the executive director in the day to day operations. This is an excellent position for someone looking to start a career in the nonprofit sector, but who is unsure of the area of expertise to pursue. At Waterloo Arts the intern will gain experience in event coordination, development and communications. This opportunity may turn into a paid position or may be utilized as a spring-board to pursue a career in programming, development or a support role. The majority of this position will entail providing administrative support to the E.D., but will also provide support during the organization and implementation of projects at the Waterloo Arts Festival on the last Saturday of June.

## Responsibilities and Skills Developed

### Communications (40%)

- Update social media platforms and WordPress website, with engaging copy and photos, to reflect current programming at Waterloo Arts and within the district, including: blog posts, photo galleries, event pages, day-to-day social media posts, etc.
- Create email flyers via MailChimp to keep stakeholders engaged in events at Waterloo Arts
- Write press releases for upcoming events

### Development (30%)

- Write grant proposals, LOI's and grant reports on behalf of the executive director
- Search out new funding opportunities and maintain a list of opportunities and deadlines
- Assist the executive director with direct mailings and online presence during the annual fund campaign

### Administrative (20%)

- Assist with the day to day gallery business, including: answering the phones, taking detailed messages, assisting visitors with questions regarding the space and the neighborhood and assisting the installation specialist with preparing the gallery and helping to hang gallery shows

### Event Coordination (10%)

- Support the Festival Coordinator and the Executive Director with the planning and implementation of the Waterloo Arts Festival
- Be available on the day of the festival, Saturday, June 25<sup>th</sup>, to set up and tear down the festival as well as act as support staff during the event
- Assist with other programming at Waterloo Arts including gallery shows and arts programming

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COMMUNITY

EDUCATION

EVENTS



- Provide support for Music for Miles concerts, as decided by the trustees that coordinate this concert series

### Qualifications and Hours

- Current enrollment in a bachelor's program, preference given to candidates pursuing a degree in the arts, communications or a related field; Students currently enrolled in a master's program and who have a commitment to the nonprofit sector are highly encouraged to apply
- Ability to work in a fast paced environment and comfortable switching tasks quickly, especially during the Waterloo Arts Festival
- Experience with Microsoft Office Suite, Google Drive, MailChimp, WordPress, Facebook, Twitter, Instagram or a comparable program strongly preferred
- Commitment will be tailored to the institutional internship requirements
  - o Availability should include: Wednesday evenings, weekends and the entire day of the Waterloo Arts Festival

### Application Process

Send resume and a brief letter, no more than one page in length, describing your interest in this position and your future career goals to Amy Callahan at [a.callahan@waterlooarts.org](mailto:a.callahan@waterlooarts.org) by the application deadline of Friday, May, 15 at 11:59 PM.

### Interview Process

Applicants who are selected for this position will be asked to bring a writing sample to their interview, which best portrays their current writing abilities. This is not meant to be a project, simply choose any recent writing sample from work or school, which best displays your writing abilities.

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