**Arts Administration Intern**

**ArtReach St. Croix** is a nonprofit regional arts organization committed to the mission of connecting communities and the arts throughout the scenic St. Croix Valley including the communities of Stillwater, Hudson, St. Croix Falls, River Falls and Hastings. ArtReach supports the work of artists and arts organization through diverse, multi-disciplinary programming that fosters and celebrates the visual, literary and performing arts in the St. Croix Valley.

**Primary Duties:**

ArtReach St. Croix is seeking a motivated and hardworking individual interested in learning first hand all aspects of arts administration. Possible projects may include event planning and implementation, fund development assistance, social media and marketing efforts, and community engagement. Particular focus will be on Take Me to the River – a festival of festivals that celebrates the arts throughout the St. Croix Valley and draws 32,000 visitors to art fairs and festivals, open studios, concerts and theater during September.

Responsibilities will include:

* Work with partner organizations, artists and sponsors to coordinate and finalize information for Take Me to the River
* Schedule and coordinate volunteers for Take Me to the River and summer programming
* Promote ArtReach events at other area art and culture events
* Assist with gallery exhibition pick-up, drop-off and installation
* Database management, staff support and assist in day-of-event duties

While the schedule for the arts administration intern is flexible, a successful intern will be available to work a minimum of 15 hours per week during normal business hours as well as occasional Thursday evenings and weekends. Applicants should be able work at least 8-10 hours each weekend in during Take Me to the River (September 10-25).

**Experience**

Currently enrolled in or completion of a degree program in a relevant field including arts administration, studio art, performing art, nonprofit management or communications. A successful Arts Administration Intern will have strong communications, organization, and office skills.

**To Apply:**

Submit a cover letter and resume to info@artreachstcroix.org or via mail to **ArtReach St. Croix; Attn: Internship; 224 N. 4th St., Stillwater, MN 55082** by May 23, 2016. Please include dates available to start and end the internship.