

Events Intern

ArtReach St. Croix is a non-profit regional arts council that serves the lower St. Croix Valley from St. Croix Falls and Taylors Falls to Hastings and Prescott. The mission of ArtReach is to connect communities to the arts. We accomplish this through diverse, multi-disciplinary programming that supports the vibrant visual, literary and performing arts community that exists in the St. Croix Valley.

Primary Duties:

The Events Internship at ArtReach St. Croix provides valuable hands-on experience in organizing and promoting arts events. ArtReach is looking for an intern to assist in the planning and organization of ArtReach programs including gallery exhibitions, the Front Porch series, and Take Me to the River.

The Front Porch series brings together music, visual arts and literary arts in a casual Thursday evening gathering. Take Me to the River is a nine-day 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.

Possible responsibilities will include coordinating information with artists and arts organizations, securing advertising for event brochure, promoting events at other area art or culture events, coordinating volunteers, database management, staff support and assisting in days-of-event duties.

The events intern will play a vital and hands-on role in the production of Take Me to the River 2013, the Front Porch series and other ArtReach programs. Although this internship is unpaid, a successful intern will have the opportunity to develop tangible skills and make connections within the St. Croix Valley arts community.

Experience

A successful Events Intern will have communications and organization skills. In addition, we are looking for a candidate with strong computer skills including familiarity with Microsoft Office, Adobe Creative Suite and other internet based programs as well as Facebook and Twitter. The Events Intern should be a self-starter who is able to work both independently and as part of a team. Work toward an undergraduate degree in liberal arts, fine arts or communications is preferred.

Additional Information:

The Events Intern schedule is flexible and will include a minimum of 15 hours per week. Applicants must be able to work September 21, 22, 28 and 29, 2013 and should be available to work some evenings and weekend days in the summer. ArtReach will complete paperwork for school credit where applicable.

To Apply:

Submit a cover letter, resume and three references to info@artreachstcroix.org or via mail to **ArtReach St. Croix; Attn: Internship; 224 N. 4th St., Stillwater, MN 55082** by May 1, 2013. Please include dates available to start and end the internship.