

## **Arts Administration and Events 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, Hastings and more. ArtReach supports the work of artists and arts organizations 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 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:

- One Square Foot – the annual gala fundraiser
- Programming for the Mobile Art Gallery – designed to connect communities throughout the valley with art in unexpected places
- Take Me to the River – a cooperative festival marketing effort that celebrates the arts throughout the St. Croix Valley and draws 32,000 visitors to art fairs, festivals and open studios during September.

Responsibilities will include:

- Work with staff to plan and implement engagement programming and event logistics
- Assist with planning and support of One Square Foot fundraiser
- Assist in volunteer coordination for the Mobile Art Gallery and Take Me to the River
- Promote ArtReach events at other area art and culture events
- Assist in day-of-event duties and support staff with communications
- Work with other programming efforts that support the organization's mission

A successful Arts Administration and Events Intern will be available to work 15 hours per week including Thursdays, Fridays and some weekends.

### **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 and Events Intern will have strong communications, organization, and office skills.

### **To Apply:**

Submit a cover letter and resume to [info@artreachstcroix.org](mailto:info@artreachstcroix.org) or via mail to **ArtReach St. Croix; Attn: Internship; 224 N. 4<sup>th</sup> St., Stillwater, MN 55082** by April 30, 2018. Please include dates available to start and end the internship.