

SUMMER OF THE ARTS
POSITION DESCRIPTION: ARTIST RELATIONS INTERN
HYBRID INTERNSHIP: REMOTE AND IN-OFFICE

Position Summary: The Artist Relations intern will assist the Executive Director with all artist-related communication and preparations for the Iowa Arts Festival and Iowa City Jazz Festival. Communicate with artists from across the country, from initial inquiries and the submission process, to onsite festival interactions. We want an individual that will creatively engage with our organization and promote Summer of the Arts and its festivals to community and potential donors while never losing sight of our mission to provide free, inclusive, all-ages programming to the local community.

Hours: This internship is 6 hours per week, with more hours during festival weekends. Internships run February through August. Must be available the weekends of June 4-6 and July 2-4. The internship will be a hybrid model, beginning as a remote internship in February-April, with an in-person commitment of 1 shift per week. This will, of course, depend on future COVID-19 activity.

Compensation: This is an unpaid internship; we highly encourage students to take the internship for academic credit. There will be a *Getting to Know Nonprofits* workshop series and networking opportunities offered throughout the internship.

Essential Duties and Responsibilities

- Oversee online artist applications for the Iowa Arts Festival Art Fair and Emerging Artist Pavilion, and Iowa City Jazz Festival
- Respond to all artist inquiries and communicate information related to the art fairs
- Input and track artist information in master database
- Assist with development and implementation of creative marketing ideas regarding Artist/Art Fair promotion and artist recruitment
- Coordinate artist marketing information/descriptions/photos etc. for use on website, social media and other marketing platforms as necessary; may be responsible for putting artist bios and images on website
- Oversee artist hospitality area for the Iowa Arts Festival
- Create artist survey for timely feedback at the conclusion of each festival and email to all participants

Knowledge, Skills and Qualifications

- Motivated self-starter with good time management and organizational skills; strong on follow-through
- Excellent verbal and written communication skills; an effective listener and team player
- Strong degree of integrity and high ethical approach to all aspects of assigned responsibilities
- Knowledge of standard software including Microsoft Office suite
- Experience in event or arts management, marketing, communications, or public relations preferred
- Demonstrated experience working with volunteers preferred
- Experience with WordPress and/or TypeForm preferred

Outcomes

- Develop and/or strengthen industry-appropriate skills
- Problem-solve in the moment / think on your feet in the office and at festivals
- Professionally and respectfully communicate in person and in writing
- Understand nonprofit structures, organizing principles, and the impact we have on the Iowa City community

Position reports to: Lisa Barnes, Executive Director

Email cover letter, resume, and portfolio (if applicable) to:

Lisa Barnes: lisa@summeroftheARTS.org

Andrea Truitt: andrea@summeroftheARTS.org