

PERKS



GET HANDS-ON
EXPERIENCE IN
YOUR FIELD OF
INTEREST!



MEET NEW
PEOPLE AND
WORK AS A
TEAM!



HOW TO APPLY

Send your resume and cover letter
indicating your top 3 areas of interest to:

LISA BARNES

Executive Director
lisa@summeroftheARTS.org

AND

ANDREA TRUITT

Volunteer & Community
Relations Manager
andrea@summeroftheARTS.org



Visit our website for more information:

www.summeroftheARTS.org

319 E. 1st St. Iowa City, IA 52240



INTERNSHIPS



Gain Experience

Build Your Resume

Give Back

INTERNSHIP POSITIONS

APPLY
TODAY!

Event Management

10 HRS./WK

Work closely with the Operations Manager on: event layouts, festival set-up and tear-down, and City of Iowa City communications. Assist with performer contracts, and gather performer photos and bios for inclusion on the website. Work directly with our food vendors before and during all festivals. This position will expose you to all aspects of festival and event operations. A crucial internship if obtaining an Event Management certificate!

Graphic Design and Photography

10 HRS./WK.

Creativity, technical skill, and knowledge of the Adobe Creative Suite are a must for this position. This is a wonderful portfolio builder, as interns design for merchandise and print and digital platforms. You will create advertisements, t-shirts, posters, festival signage, brochures, social media graphics, and motion graphics. During festivals, you will photograph all aspects of the event, including artists, musicians, booths, food vendors, volunteers, crowds, and event operations. Bonus: meet with a professional graphic designer and screen printer to learn more about commercial design processes.

Social Media Marketing

10 HRS./WK.

Be the organization's voice by promoting our festival and events via social media (Facebook, Twitter, Instagram and Snapchat). Assist the Executive Director with social media strategy and news releases. Help to distribute promotional materials throughout the community. This is a great portfolio builder, given the variety of writing and media platforms utilized.

Communication

10 HRS/WK

Work with the Volunteer & Community Relations Manager to write newsletters, which are emailed monthly and weekly during the festival season. Topics vary, depending on what festival(s) we are promoting (musicians, visual artists, volunteers, organizational news, etc.). Assist with the website: create events, add performer/artist bios, and update the homepage with relevant content. Add events to external calendars. Knowledge of WordPress is a plus. This is a great portfolio builder, given the variety of writing needed and the topics to be covered

Nonprofit Management

10 HRS./WK.

Assist the Executive Director with the many aspects of nonprofit management, which includes: managing sponsor-related marketing logistics, creating sponsor return on investment (ROI) reports to show their financial impact, and developing ideas to support our fundraising efforts. At festivals, you will be responsible for documenting sponsor recognition. This is a rich opportunity for students pursuing a Nonprofit Leadership and Philanthropy certificate!

Artist Relations

10 HRS./WK.

See how artists make a living by participating in art fairs. Assist the Executive Director in coordinating both the Art Fair and Emerging Artists Pavilion at the Iowa Arts Festival, as well as the artists who participate in the Iowa City Jazz Festival and the Soul & Blues Festival. Communicate with artists regarding application submissions, selection, payments, special requests, and informational packets. Great for those obtaining an Arts Entrepreneurship certificate or those interested in arts management.



THINGS TO KNOW

Summer of the Arts plans and produces large-scale music and art festivals every summer from mid-May through August. We bring people together in the heart of Iowa City to experience, learn about, and enjoy free arts and cultural programs. This is no small feat: it takes a team of staff, interns, and volunteers to present these events. Our internships are unpaid, so we highly encourage you to take the internship for academic credit. There will be a Getting to Know Nonprofits workshop series and networking opportunities offered throughout the spring and summer. Internships require approximately 10 hours of work per week (more at festivals), and they run mid-January through August. Hours for our internships are flexible and we are able to schedule around classes, work, and other commitments.