



General Overview of the Columbus Arts Festival:

Planning is well under way for The 2019 Columbus Arts Festival which will again be held along Columbus' beautiful downtown Riverfront on June 7, 8 & 9. The Riverfront will again be transformed into a stunning outdoor art gallery as the nation's top artists display their work and attract art enthusiasts from all over the country. In addition to hosting up to 275 nationally acclaimed artists, the 2019 Festival will feature fantastic gourmet fare from some of the city's finest restaurants, live concerts, hands-on art activities and more—there will truly be something for everyone!

From its humble beginning as a "Festival of the Arts" on the Statehouse lawn in 1962, the Columbus Arts Festival has grown into one of the most highly acclaimed arts festivals in the nation. Early festivals focused on "a program in cultural achievements" by students of the Columbus City Schools and local colleges, but today the Columbus Arts Festival has evolved into an extravaganza of art and culture.

The Festival Coordinating Committee is made up of more than 80 volunteers and works with Festival staff year-round to bring you this event. Festival volunteers each put in hundreds of hours of work to make the festival a success and their input ensures a festival that's fresh, original and fun – the key elements in maintaining a dynamic event. As the intern you would be a big part in helping to make the Festival run smoothly.

General Overview of Internship Position:

Position Title: Festival Intern

Position Description:

Festival Interns spend 10–20 hours a week in a professional office setting working on the planning, organization and execution of the Columbus Arts Festival. Interns will assist the Festival Director, Festival Coordinator and Development Director with:

- Building premier festival mobile app
- Sponsorship coordination
- Site planning and organization
- Creation, preparation and distribution of on-site informational documents/manuals
- Vendor and artist correspondence
- Review of applicant information
- Volunteer recruitment and coordination
- Various other duties as directed



Qualifications:

- Basic knowledge of and interest in the arts and arts administration
- Computer proficiency with Windows and related applications
- Data entry skills and strong attention to detail
- Strong communication and writing skills
- Energy and the ability to work as part of a team
- Knowledge of social media websites
- Creativity and initiative are encouraged

Term Available: Spring Semester, stipend and/or course credit available

Approximate Hours per Week: 10–20 hours (flexible between 9 a.m. – 5 p.m.)*

***Intern would need to be available starting the week of January 27 until mid-June. Must be onsite for the weekend of the Columbus Arts Festival, June 5–9.**

If interested, please email cover letter and resume to Jenica Richards, Festival Coordinator at jrichards@gcac.org before January 6, 2019.

No phone calls. We thank all candidates for their interest, however, we are only able to contact those who we decide to interview. Based on national data, the Greater Columbus Arts Council recognizes that opportunities for internships and employment for people of color are lacking in the arts community. While all applicants will be considered, preference will be given to applicants of color. This is one small step in helping to feed the pipeline of future arts administrators and artists to reflect and serve our diverse community. EOE/M/F/D/V/SO