

Greater Columbus Arts Council Festival Intern

Position Description:

Assist the Arts Festival staff with various operations of the 2021 Columbus Arts Festival, which is intended to take place along Columbus' beautiful downtown Riverfront on June 11, 12 & 13, 2021.

Intern will assist the Festival Director and Coordinator with:

- Planning and creating Instagram content for the Columbus Arts Festival account
- Updating the premier Arts Festival mobile app
- Reviewing applicant information
- Vendor and artist correspondence
- Creating, preparing and distributing of on-site informational documents/manuals
- Site planning and organization
- Sponsorship coordination
- 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, Microsoft Office 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
- Adaptability in planning an event during a health crisis

Schedule: Eight-10 hours per week. Flexible scheduling available between the hours of 9 am – 5 pm Monday through Friday. The internship will start in mid- to late March 2021 and continue through mid- to late June with a requirement to be onsite for the Columbus Arts Festival, June 9-13. A stipend of \$1,350 will be paid in two installments.

To Apply: Submit a cover letter and resume to jobs@gcac.org by end of day, Monday, February 15, 2021.

Commitment to Diversity & Inclusion:

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.

No phone calls. We thank all candidates for their interest, however, we are only able to contact those who we decide to interview. GCAC is committed to providing an inclusive and welcoming environment for everyone.

Mission and Vision of the Greater Columbus Arts Council:

The mission of the Greater Columbus Arts Council is to support and advance the arts and cultural fabric of Columbus. Our vision is a thriving Columbus where the arts matter to all of us.