



Greater Columbus Arts Council

December 2018

**Greater Columbus Arts Council
Intern – Grants & Services**

Position Description

Assist the grants & services department with research, planning and execution of projects that have a defined purpose and deadline. Intern will help GCAC with best practice research, grants database and website updates, development of an editorial calendar, creation of process manuals and website updates, among other tasks.

Project elements will include:

- Preparing an editorial calendar and related content;
- Writing process documents and user toolkits;
- Auditing website and database updates;
- Planning logistics for monthly workshops;
- Other projects as assigned.

Qualifications

Must have:

- Excellent business and creative writing skills
- Computer proficiency – experience with WordPress a plus
- Strong project management and creative problem-solving skills
- Ability to work independently
- Attention to detail, deadlines and customer service
- Basic knowledge of and interest in the Columbus arts scene

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.

Benefits to Intern

The Greater Columbus Arts Council is recognized as a national leader among local arts councils. The intern will be exposed to a variety of progressive, innovative programs and leaders in the fields of arts administration, education and development. This position offers opportunities to hone project management and writing skills while learning about charitable grant making and arts programming. Parking is not provided but office is on a COTA bus route.

This is a paid internship with a \$1000 stipend.

Schedule

Between 10 and 15 hours per week, between 9:00am – 5:00pm. Flexible February 2019 start date and minimum of six week commitment.

To Apply: Submit your cover letter and resume to jobs@gcac.org by January 11, 2018.

No phone calls. We thank all candidates for their interest, however, we are only able to contact those who we decide to interview. EOE/M/F/D/V/SO

About GCAC

Through vision and leadership, advocacy and collaboration, the Greater Columbus Arts Council supports arts and advances the culture of the region. A catalyst for excellence and innovation, we fund exemplary artists and arts organizations and provide programs, events and services of public value that educate and engage all audiences in our community. The Greater Columbus Arts Council (GCAC), a not-for-profit organization, encourages and supports cultural development in the Greater Columbus area. In this capacity, GCAC provides technical services to artists and arts organizations, acts as the community's voice on arts advocacy issues, and serves as the official agency for the City of Columbus grants for the arts. GCAC also produces the Columbus Arts Festival.