

# ARTS FORT WORTH

**Job Title: Communications Internship**

**Reports to:** Communications Manager

**Status:** Paid Internship, \$15 per hour

**Duration:** Spring Semester 2024

At Arts Fort Worth, we believe creativity transcends all barriers. We commit to challenging systemic and historic barriers by building a platform where all have an opportunity to express and see themselves in the arts.

## INTERNSHIP SUMMARY

This internship is a good stepping stone into nonprofits where you will have the opportunity to develop necessary skills and experience for a future career in arts administration. Learn and apply your practical skills and best practices in areas such as marketing, public relations, and community engagement. You can look forward to expanding your professional portfolio by assisting with marketing efforts, graphic design, copywriting, analytics, and will have the opportunity to assist in major projects and initiatives. The communications intern will work under the direct supervision of the communications manager in the advancement department, but will also have the opportunity to shadow department management in exhibitions, production, public art, and others.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty efficiently. Overall qualifications require excellent written and oral communication skills, strong detail orientation, and the ability to effectively multitask.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Undergraduate students majoring in arts administration, communications, marketing, public relations, public administration, or any related field
- Knowledge and experience in Microsoft Office Suite, Adobe Photoshop and Illustrator
- Knowledge and experience with photography skills a plus
- Strong attention to detail
- Critical thinking and problem-solving skills
- Passion for the arts
- Fluency in Spanish is a plus
- Strong writing skills, including proofreading skills, with a demonstrated command of the English language (including grammar, punctuation, and spelling)
- Available to work 10-20 hours per week.

**About Arts Fort Worth** Founded in 1963 as the Arts Council of Fort Worth and Tarrant County, Arts Fort Worth is a nonprofit organization with the mission to promote, nurture, and support the arts in Fort Worth. Arts Fort Worth administers a competitive grants program, manages the Fort Worth Public Art program, and operates the Fort Worth Community Arts Center, a dynamic arts complex with theaters, galleries, studios, and office suites, on behalf of the City of Fort Worth. Arts Fort Worth also provides educational programming and supports arts advocacy at all levels of government, provides public art consultation

services, rents the facilities for a wide range of private and public events and programs. Arts Fort Worth is supported in part by the City of Fort Worth and the Texas Commission on the Arts.

If you are interested, please send your resume and a cover letter to [talkto@artsfortworth.org](mailto:talkto@artsfortworth.org)