

ARTS FORT WORTH

Job Title: Communications Internship
Reports to: Communications Manager
Status: Unpaid Internship

INTERNSHIP SUMMARY

The Communications internship offers individuals the opportunity to assist in marketing and community engagement initiatives. The Communications intern can look forward to expanding their professional portfolio by assisting with marketing efforts, graphic design, various communications, and developing social media campaigns. The internship will also have the opportunity to assist in major projects and initiatives.

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 accommodation 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 visual arts, arts education, art history, arts administration, journalism, public relations, public administration, or any related field
- Knowledge and experience in Microsoft Office Suite
- Knowledge and experience in Adobe Creative Suite and/or photography skills a plus
- Strong attention to detail
- Passion for the arts
- Bilingual 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 5-15 hours per week depending on event schedule.

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.

About Arts Fort Worth Internship Program

The Arts Fort Worth Internship Program strives to provide individuals with a well round arts-focused education that will prepare them for a career in Arts Administration and Nonprofit Management.

Interns will have the opportunity to experience all facets of an arts nonprofit, by choosing secondary topics to explore during their internship. These topics include but are not limited to: Exhibitions and Curation, Public Art Project Management, Collection Management, Theater Production, Facilities Management, and Grants Management.

Please send your resume and a cover letter to talkto@artsfortworth.org