

Fort Worth Community **ARTS CENTER**

A program of the Arts Council of Fort Worth

Programs and Exhibition Intern

Located in the heart of Fort Worth's Cultural District, the Fort Worth Community Arts Center is a longstanding venue known for hosting diverse events, visual arts galleries, and theatre performances. Currently, the Arts Center is seeking an energetic, driven, and computer savvy intern for the upcoming academic semester.

This internship is a good stepping stone into the field of arts administration where one will have the opportunity to engage closely with the community and a range of special projects.

The intern will work under the direct supervision of the Arts Center's Programs and Exhibition Manager. The intern's responsibilities will include the installation/de-installation of our galleries, updating various websites and postings, assistance in the creation of gallery contracts, and working with the Arts Center's artists and guests.

An internship with the Arts Center is a one year program. This internship is unpaid but academic credit can be provided.

An ideal candidate will possess the following qualifications:

- Poised and professional demeanor
- Detail-oriented with organizational skills
- Strong computer skills including Microsoft Word, Excel, Outlook
- Basic computer design skills, familiarity with Adobe Photoshop and Illustrator is preferred
- Excellent written and speaking communication skills
- Ability to multi-task, work under pressure and meet required deadlines

To apply, please attach to an e-mail a statement of purpose explaining how an internship at the Arts Center could benefit you, a copy of your CV/resume and your academic transcripts. Send all documents to Kim Phan Nguyen at knnguyen@artscouncilfw.org.

Fort Worth Arts Center is participating in the TCU Arts Community Intern program. As such, the selected TCU student intern may apply to the TCU Intern Scholarship Program at <https://careers.tcu.edu/services-programs/intern-scholarship-program/> for a pre-set award of \$1,000 for this internship (10-15 hours per week for 14-16 weeks in duration), assuming all requirements in application are met including no financial aid issues/holds. When you apply to the Intern Scholarship Program, please list "TCU Arts Community Intern – Fort Worth Arts Council" in the section that requests the organization name.