

Sondheim Prize & Light City Public Art Program Internship **Fall 2017**

Position Description

The Sondheim Prize & Light City Public Art Intern is a part-time unpaid position, reporting to the Sondheim Prize Administrator. The primary responsibilities of this position are to assist with research to identify jurors for Sondheim 2018; to assist in the creation, release, distribution and promotion of the 2018 Sondheim Prize application; to update and write features for the Sondheim Prize section of the Cultural Affairs blog; to reorganize Sondheim Prize files; assist in vetting the Light City Finalist Proposals; and helping to establish Light City 2018 contracts with artists. Projects and duties include, but are not limited to:

- Assisting with research to identify jurors for Sondheim 2018 includes to:
 - Research curators, artists and other arts professionals to determine eligibility to participate as a juror;
 - Develop contact lists for jurors.
- Assisting in the creation, release, distribution and promotion of the 2018 Sondheim Prize application includes to:
 - Build Sondheim Prize 2018 application on online platform;
 - Promote the application to new artists through Social Media;
 - Compose & edit correspondence on behalf of program staff;
 - Reach out to previous applicants to inform them of new application timeline;
 - Research new ways to promote program;
 - Research other Visual Artist prize programs.
- Updating and writing features to the Sondheim Prize section of the Cultural Affairs online blog includes to:
 - Create blog posts that announce application opening and announcement of jurors;
 - Write new feature content for blog;
 - Build blog pages to provide historical Sondheim Prize information;
 - Interview previous Sondheim winners;
 - Assist in raising awareness of the Cultural Affairs online blog.
- Reorganizing Sondheim Prize files includes to:
 - Create online catalog of images from each years' exhibitions;
 - Reorganize hard copy historical files for consistency;
- Assisting in the vetting of the Light City Finalist Proposals and assisting with the establishment of contracts with participating artists includes to:
 - Resolve logistical concerns in realizing artworks;

- Research elements of proposals to insure all budgetary items are in line with actual costs.
- Research costs for various proposal enhancements
- Set up meetings and studio visits with artists
- Create documents to help in Project Management of Artworks
- Collect and organize media forms and high resolution Images from Participating Artists

Qualifications

The ideal candidate is a dynamic, people-oriented individual with outstanding organizational skills and familiarity with or desire to learn more about the local artist population. Additional required skills:

- Art, Art History, Arts Education or Arts Administration major or graduate student
- Current college or graduate students, as well as recent graduates are eligible to apply.
- Excellent oral and written communications skills, including the ability to write for diverse needs.
- Strong analytical skills, ability to multi-task, and strong attention to details
- Ability to conduct internet research
- Ability to assess online presence and brainstorm enhancements
- Understanding of importance of accuracy and professionalism when handling jury results
- Knowledge of Social Media tools, including Wordpress, & MS Word, Excel, Access, and PowerPoint

Hours & Compensation

- Student must be available at two days per week or the equivalent of at least 14 hours per week; BOPA is open Monday to Friday from 9:00am to 5:00pm, but hours outside these times are sometimes necessary.
- This is an unpaid position.
- Interns currently enrolled in school may be eligible for gaining college/university credits toward graduation. (Intern should explore this possibility with their school prior to applying for the internship.)
- Parking or Monthly Transit Pass may be provided to Downtown Baltimore.

To Apply for an Internship:

Please send your resume and cover letter by email to: Markell Cassard at mcassard@promotionandarts.org. In the Subject Line of your email, please identify the name of the internship and semester for which you are applying.

Application Deadlines:

Application due no later than **September 15, 2017.**