



Festivals/Events Internship Program

Summer 2015

Position Description

The festivals/events intern is a part-time unpaid practicum. The intern reports to the director of festivals and learns about the successful production of large-scale arts festivals; specifically, Artscape, the largest free arts festival in the country, Light City Baltimore and the Baltimore Book Festival.

The internship is designed to provide the student with a broad-based learning experience, so that they are exposed to the logistics, programming, fundraising and promotional/marketing strategies that are needed to plan events of a national caliber. The director of festivals works with the student to identify projects that meet their educational and career goals. Projects may include:

- Research programming elements for the festivals
- Work to maintain current information on the festival's websites as well as press releases, brochures, print ads, etc.; generate publicity on the grassroots level
- Assist as needed with logistical components such as tents, permits, generators, exhibitor guidelines/outreach, signage, parking/transportation, planning documents, etc.
- Attend and help prepare for planning meetings
- Shadow the director of festivals and festivals coordinator in their daily work, coordinating special projects for the department as needed
- Undertake other projects as needed for other departments/events within the Baltimore Office of Promotion & The Arts

Qualifications

- Current college—junior or senior—or graduate students are eligible to apply. Applicants who are not registered students are not eligible.
- Major in Communications, Events Planning/Management, Arts Administration, Cultural Studies, Leadership in Non-Profit Sector or related program.
- Excellent oral and written communications skills; able to provide outstanding customer service to exhibitors, vendors, sponsors, etc.
- Ability to multi-task; superior attention to detail; strong organizational skills are a must.
- Ability to conduct Internet research; familiarity with social media.
- Knowledge of MS Word, Excel, Access, and PowerPoint.

Hours & Compensation

- Student must be available at least 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.
- Student must be able to work on-site as an intern for the entire Artscape festival (July 17-19, 2015) and is strongly encouraged to return for the Baltimore Book Festival to see projects come to fruition.
- This is an unpaid position.
- Intern 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 the student by BOPA, pending availability.

To Apply for an Internship

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

Application Deadlines

Application due no later than **April 24, 2015.**