

Outreach & Communications Internship

Arizona Citizens/Action for the Arts

www.azcitizensforthearts.org



Dates of service: August 2011 – May 2012 (Fall semester, Spring semester and full year internships available)

Hours: flexible (10-20hrs/week)

Compensation: Unpaid

Benefits may include personal career mentoring, as well as complimentary registration for special events. You may be eligible for University credit for your internship (course/credit must be identified and arranged by intern with counsel from his/her university advisor)

Location: Arizona Citizens for the Arts Office, Downtown Phoenix, 514 W. Roosevelt

Job Summary

Under the direction of the Executive Director and Outreach Manager, the intern will be responsible for participating in the daily communications and outreach of Arizona Citizens/Action for the Arts. The intern will be responsible for participating in, digital and in person outreach, writing and editing ongoing social media and organizational communications and participating in the planning and execution of outreach events.

Essential Functions

1. Arts, Culture and Arts Education Outreach
 - a. Gather and recruit contacts through events, tabling and workshops, add to outreach database
 - b. Facilitate advocacy workshops
2. Communications
 - a. Participate in social media communications; help maintain Facebook, Twitter, YouTube, LinkedIn, and Blogs
 - b. Participate in writing for newsletter, press releases, and website updates
3. Arts Congress 2012
 - a. Sign up advocates and community members for AC trainings
 - b. Coordinate day of trainings
 - c. Research Centennial facts and arts, culture and arts education policy in preparation of training materials

Preferred Knowledge, Skills & Abilities

1. Demonstrated knowledge or interest in public policy, community engagement, communications and advocacy
2. Volunteer or professional experience within a non-profit organization preferred, but not required
3. Excellent verbal and written communication; strong research background
4. Demonstrated knowledge or interest in advocacy
5. Educational background in public policy, political science, communications, journalism, or related field
6. Able to establish a consistent work schedule

Physical Requirements

While primarily office based, this position may require sitting for extended periods of time, lifting up to 20 pounds, and in cases of special events, the ability to stand or sit for extended periods of time. Some bending and stretching may be required. Must be able to show proof of a valid driver's license.

Application Process

If you are interested, please submit the following by via mail or email.

1. A one page letter of inquiry, speaking to coursework, experience or special interests related to the posted position.
2. Resume
3. List of at least three professional/academic references. (contact info only)

Email your materials to: artsed@azcitizenforthearts.org with subject line: Intern

Or mail your materials to: 514 W Roosevelt Phoenix, AZ 85003. We will be accepting application until August 31st, 2011.