

# Research and Policy Analysis Internship

Arizona Citizens/Action for the Arts

[www.azcitizensforthearts.org](http://www.azcitizensforthearts.org)



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**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

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## Job Summary

Under the direction of the Executive Director and Outreach Manager, the intern will be responsible for conducting research on arts, culture and arts education in Arizona. Arizona Citizens/Action for the Arts has ongoing research needs for a number of initiatives, including, elections, Arts Congress, policy development, etc.

## Essential Functions

1. Arts and Culture research and policy analysis
2. Arts Education research and policy analysis
3. Arizona centennial research
4. Contribute to policy documents, training materials, and grant writing

## Preferred Knowledge, Skills & Abilities

1. Demonstrated knowledge or interest in public policy and advocacy
2. Demonstrated understanding of a variety of research methods; policy analysis, survey research, case studies, statistical analysis, etc.
3. Volunteer or professional experience within a non-profit organization preferred, but not required
4. Excellent verbal and written communication skills
5. Educational background in journalism, public policy, public affairs, law, communications, or related field
6. Senior level or graduate student coursework
7. 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](mailto: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 31<sup>st</sup>, 2011.