

GUNNISON ARTS CENTER

Event Management and Marketing Internship

Fall 2015, Spring or Summer 2016

Gunnison Arts Center is a vibrant and inclusive nonprofit arts organization that contributes to the wholeness of our community by cultivating participation in the arts through a comprehensive, integrated, and creative approach. This internship provides students the opportunity to gain experience in event/project management and marketing with real-world applications.

The intern can expect to:

- Assist with developing, planning, and executing fundraising and benefit events
- Organize volunteer efforts to carry out GAC organizational and event tasks
- Design and distribute posters, flyers, print materials promoting GAC events and happenings
- Help maintain an active presence on Facebook and other social media to promote events, share information, and tell Gunnison Arts Center's story.
- Website design (if skilled) and/or updating
- Assist with creating and disseminating a variety of different public relations materials, such as weekly e-blast, press releases, radio spotlights, direct communication with populations
- Develop short film segments and launch as targeted outreach series
- Be supervised by the Director of Operations and work closely with the Program Managers, who will help the intern prioritize tasks and focus on multiple projects and deadlines simultaneously.

What We are Looking For:

- Pursuing an undergraduate degree in Management, Business Administration, Marketing & Communications, Art, Economics, Entrepreneurship, Resort Management / Hospitality
- Firm grasp of available tools and platforms in the social media space
- Excellent communication, writing, and interpersonal skills – must communicate in a professional manner with press and community contacts
- Strong work ethic and collaborative nature - sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Self-motivated team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities in a fast-paced environment.
- High energy, maturity, and leadership skills
- Understanding and support of the Gunnison Arts Center mission
- Strong skills in planning, organizing, seeing a project to completion, leadership, analyzing, and critical thinking
- Proficiency in Microsoft Office Suite , Adobe Creative Suite, graphic design, web design, film / video
- Flexible schedule, occasional evening meetings will be required

"The purpose of art is washing the dust of daily life off our souls." - Pablo Picasso

102 S. MAIN STREET ♦ GUNNISON, CO 81230 ♦ 970.641.4029
♦ WWW.GUNNISONARTSCENTER.ORG ♦

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Credit Hours: Internship will fulfill 3 credit hours which requires a minimum of 112.5 hours of work. The internship is unpaid and requires a minimum of 5-7 hours per week (flexible). Office space is provided. Some duties may be performed remotely, but weekly meeting with Gunnison Arts Center staff will be required, occasionally evenings.

Areas of Interest:

Marketing

Business Administration

Event Management

Entrepreneurship

The Arts

Research

Communications

Fundraising

Non-Profit Administration

Writing

Gunnison Arts Center Mission: The Gunnison Arts Center, a nonprofit organization, cultivates and promotes the arts in the community by unleashing creativity, connecting people, and enriching cultural horizons

Application Requirements: Send letter of interest, resume, and contact information for two references to Carlie Kenton, Director of Operations at carlie@gunnisonartscenter.org. Please use "Event/Marketing Internship Application" in your subject line and in the titles of your attachments.

Application Deadline: Applications will be accepted until position is filled. If seeking credit, students will be required to meet WSCU internship requirements in addition to submitting application to Gunnison Arts Center. Please consult with your academic advisor with questions regarding credit.

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