Community Arts Development Intern

Nevada Arts Council
716 North Carson Street, Suite A
Carson City, NV 89701

About Nevada Arts Council
The Nevada Arts Council, a division of the Department of Cultural Affairs, was created as a state agency in 1967. Charged with supporting Nevada’s arts and cultural sectors and expanding access to and public participation in the arts, the Nevada Arts Council (NAC) receives funding from the Nevada State legislature, the National Endowment for the Arts, and other private and public sources.

Through its many partnerships, the NAC ensures that the arts are celebrated throughout the Silver State—in small towns, rural areas, and in major metropolitan areas—sparking individual imagination, empowering group participatory experiences, benefiting local economies and providing critical educational opportunities.

About the Internship
The Community Arts Development Intern will provide assistance for the “Arts @ the Heart” statewide annual conference and “50th Anniversary” awards ceremony. These events will be held in Reno in April 2017. The intern will have the opportunity to learn about: Local Arts Agencies, Communities, Community Arts Organizations and Civic Leaders in Nevada; Audience Development/Community Engagement/Building Participation in the Arts; Marketing/Press and Community Relations; and Special Events/Conference Coordination.

Specific projects the intern will provide assistance for include Community Partner Outreach, Marketing and Promotions, Event Logistics, and Day-Of Event Coordination.

***Note: This position is located in Carson City***

Qualifications
• Passionate: Committed to ensuring all Nevada citizens have access to arts
• Independent: Adept at working without direct supervision, yet knows when to stop & ‘check in’!
• Attention for Detail: Possess the ability to achieve thoroughness and accuracy when accomplishing a task
• Proficient in Microsoft Office
• Passion for supporting art in communities
• Strong verbal and written communication skills

Internship Duties
• Assist with the planning and coordination of conference sessions and the award ceremony
• Assist with audience development through research and targeted communications
• Assist with outreach to potential Community Partners and Sponsors
• Assemble conference and award ceremony materials
• Assist with onsite event management and set-up

$12/hour for 120 hours
Spring Semester 2017

Apply by November 1st, 2016 at www.unr.edu/career