

SUMMER OF THE ARTS INTERNSHIP DESCRIPTION

ABOUT US: Summer of the Arts is a 501c3 arts nonprofit. Our mission is to build community by bringing people together in the Iowa City Area to experience, learn about, and enjoy free arts and cultural programming. We produce seven events throughout the year: Iowa Arts Festival, Iowa City Jazz Festival, Friday Night Concert Series, Rhythms at Riverfront Crossings, Free Movie Series, Music on the Move, and the Holiday Thieves Market.

POSITION SUMMARY: The Festival Intern works in event planning, nonprofit management, and arts administration to learn what it is like to work for a small nonprofit arts organization. In the office, this intern will assist staff with: administrative and financial processes; sponsor relations; event logistics and operations; and artist relations. We are a staff of four who wear many hats. We don't do *just* one job—we do many, and so will this intern. You must be comfortable doing a lot of different things: if this is not your jam, then this is not the right internship for you.

DATES and HOURS: This in-person internship runs February 10 – July 11, 2025. It requires 8 hours per week in the office. During festival weekends, all staff work 12-15 hours per day. There will also be required staff/training meetings throughout the semester. **You must be able to work on the following dates: June 6-8 (Iowa Arts Festival) and July 4-6 (Iowa City Jazz Festival). These dates are non-negotiable.** We also encourage interns to attend our weekly events, to get a full understanding of the scope of our programming.

COMPENSATION: The internship includes a \$1,000 stipend, paid out at the end of the internship. The internship may qualify for academic credit or a 0-credit transcript notation through the Pomerantz Career Center. We highly encourage students to pursue this. Please speak to your academic advisor/certificate coordinator about eligibility.

ESSENTIAL DUTIES

Event Management

- Assist with management of food vendor applications and requirements, check food vendors in on Friday mornings of festivals
- Review festival operations and logistics with staff to learn how large-scale events are coordinated
- Participate in meetings with City and operational partners to confirm logistics
- Backstage: Assist Performer Coordinators to ensure the area is clean and stocked with appropriate items
- Volunteers: Assist Director of Engagement with background checks and in the Volunteer Check-In Booth

Nonprofit Management

- Financial management: organize and file financial documents; review financials with Executive Director to understand them
- Assist with music licensing and film copyrights: file online reports
- Distribute promotional materials (posters, schedule cards) to sponsors and local businesses
- Coordinate sponsor deliverables (VIP gift bags, thank-you cards)
- With Director of Engagement, enter monthly donations into QuickBooks and DonorPerfect; generate donor letters

Artist Relations

- Input and track artist information in database
- Assist with Artist/Art Fair promotion and artist recruitment
- Coordinate artist marketing information for use on website, social media and in newsletters
- With Executive Director, determine artist booth layout, assignments, and artist parking
- Oversee artist hospitality for the Iowa Arts Festival
- Create artist survey at the conclusion of each festival and email to all participants

QUALIFICATIONS and REQUIREMENTS:

- **Required:** Experience in customer service, hospitality, or retail
- Experience in event, nonprofit, or arts management, communications, or marketing
- Must be able to adapt quickly in an ever-changing and fast-paced environment, strong on follow-through and teamwork
- Strong degree of integrity and high ethical approach to all aspects of assigned responsibilities
- Motivated self-starter with good time management and organizational skills
- Excellent verbal and written communication skills; an effective listener and team player
- Knowledge of standard software including Microsoft Office and Google suites

OUTCOMES

- Understand nonprofit structures, organizing principles, and community impact
- Develop and strengthen industry-appropriate skills
- Develop situational awareness and responsiveness; be able to adapt to real-time, fluid situations

POSITION REPORTS TO: Lisa Barnes, Executive Director and Andrea Truitt, Director of Engagement

TO APPLY: Email cover letter and resume to Andrea Truitt, Director of Engagement: andrea@summeroftheARTS.org

HIRING TIMELINE

- Applications due: Thursday, October 31
- Interviews in November
- Decision/Notifications by Monday, December 2