

Arts in the Park Summer Internship

Aberdeen Area Arts Council

Beginning June 2nd

Tuesday, Wednesday, Thursday (3hrs per day)

Ending June 23rd

Must be available Arts in the Park weekend, June 19th-21st

• 50-60 Total Volunteer Hours

For more information, or to sign-up, please contact:

Grace Chipman

Executive Director, Aberdeen Area Arts Council

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225 3rd Ave SE

Aberdeen, SD 57401

Limited to 8 individuals.

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Internship Description: Our non-profit organization is seeking interns for our 50th Annual Arts in the Park. The volunteer hours are 9 hours per week leading up to Arts in the park weekend, with approximately 24 - 30 volunteer hours available the weekend of Arts in the Park. The selected candidates will be responsible for assisting and supporting the Executive Director with a variety of event planning and volunteerism initiatives.

The purpose of this internship is to give High School Students the opportunity to gain volunteer hours, as well as basic knowledge of Event Planning and Non-profit work.

Job Functions and Responsibilities:

General responsibilities include, but are not limited to:

- Review/organize finer details of the event. Such as prepping/printing documents, preparing exhibitor/vendor packets, reviewing contracts, etc.
- Reach out to potential donors, and obtain sponsorships
- Coordinate/plan supplies needed
- Will involve some travel between the office and Melgaard Park

Social Media/Marketing/advertising focus includes:

- Assist with social media engagement by helping manage social channels.
- Drafting and editing copy for social channels.
- Brainstorm ideas for new and innovative marketing and social media campaigns.

Responsibilities Weekend of Festival, include but are not limited to:

- Mark booth spaces at the park
- Check-in Exhibitors, assists with any load-in needs
- Be available to provide info/assistance to festival attendees
- May need to work with/entertain small children
- Assist exhibitors throughout the weekend
- Assist with load-out

Job Requirements:

- Must have excellent written and verbal communication skills.
- Knowledge and experience with social media platforms.
- Strong attention to detail and organizational skills.
- Comfortable engaging and working with the general public
- Weekend of the festival will require a lot of walking and more physical activity.