

# **KIMBALL ART CENTER INTERNS - SUMMER 2019**

The Kimball Art Center is seeking interns to help us with a range of projects.

Internships are being offered in marketing, education and exhibitions. School credit is available if needed as well as a final stipend. Hours can be set based on availability. Minimum commitment is 15 hours per week. Examples of the types of expectations, tasks, and requirements include, but are not limited to, the following:

## **Expectations:**

- Education Interns will have the opportunity to work with the Education Director, Education Coordinator, A.R.T.S. Tour Teacher, and Ceramics Studio Manager, learning how we all work together to serve the community in arts education and programming. There will be hands on opportunities to work with kids, teens, and adults in an art studio setting.
- Interns will also learn about our education outreach programs (A.R.T.S., EVA, and YAA).
- Interns will learn valuable communication skills during the internship, as the Education Department works closely with the Exhibitions Department, Development Department, Marketing Department, and Events Department in order to successfully run our programs.
- Interns will learn how to work collaboratively and efficiently with others as we prepare for our 50th Annual Park City Arts Festival, which is our biggest event of the year taking place on August 2, 3, & 4.
- The internship will require 15 hours per week (can be flexible with your schedule). From July 22 – August 5 intern(s) are required to work 40 hours per week. Interns **MUST** work extended hours on August 2, 3, 4, for the Arts Festival. The Summer Semester is our busiest season, and our interns need to be flexible, reliable, capable, able to lift up to 50 lbs., and willing to help our department when support is needed.
- Help lead summer camps, while at the same time be responsible for the general safety of summer camp attendees.

## **Tasks:**

- Tasks will include assisting with children's classes, A.R.T.S. tours, organizing art studios, supervising art camp lunches, and helping the studio managers when needed.
- General administrative tasks will also be required as needed (i.e. help with mailings, database management, community calendar management, and class promotional materials).
- The intern(s) will also have the opportunity to assist the preparation for the 50th Park City Kimball Arts Festival.

**Requirements:**

- The intern(s) must be at least 18 years of age and desiring to better their knowledge of the visual arts and/or working towards an art related degree at a college level.
- Intern applicants must be proficient in Microsoft Office and Google services.
- This position requires great organizational, communication and customer service skills.
- An interest in visual arts is a must.
- Intern(s) should be outgoing and willing to work with children and adults as well as with the staff at the Kimball Art Center.
- The Kimball Art Center seeks interns who are professional and can work both independently and collaboratively with staff, visitors, and the community.
- The intern(s) apply their enthusiasm, creativity, and critical thinking skills to a wide range of projects under the supervision of the Education Department.
- Artistic abilities, CPR certification, and dual language fluency is a plus.

**TO APPLY**

The Kimball Art Center is accepting applications for summer intern (s) until April 22, 2019. The internship runs Friday, May 31 (intern orientation) through August 23, 2019 (end date is flexible).

Please send current resume, 2 professional/educational references, and cover letter to:

Summer 2019 Internship Program  
Attn: Education Department  
Kimball Art Center  
P.O. Box 1478  
Park City, UT 84060

Or email (PDF format preferred) to: [education@kimballartcenter.org](mailto:education@kimballartcenter.org). Please send an email expressing your interest in the internship, a brief summary of your background and experience, your resume, and why you think this internship is a good fit for you.

**DEADLINE:** April 22, 2019