

Kimball Art Center Event Internship

Join Kimball Art Center's event team and help plan the annual Art Soirée fundraiser scheduled for April 6, 2024. Kimball Art Center's Internship Program offers practical experience in event planning and nonprofit operations. Work alongside our dedicated staff, gain insight into programs and event planning, and contribute your enthusiasm and skills. Academic credit optional. Apply now!

Kimball Art Center seeks an event intern who is driven, innovative, strategic, detail-oriented, solution-oriented, collaborative and inspired by our mission, vision and values. Kimball Art Center's mission is to inspire, educate, and connect through art by offering exhibitions, classes, and events to Park City residents and visitors.

Event Intern Summary: The Event Intern position assists in the preparation, organization and management of activities prior to and during the Art Soirée, starting asap. In this detail-oriented role you will develop an understanding of event management and non-profit fundraising. You will directly interact with all levels of staff, and provide vital support to the Development Department. Responsibilities include, but are not limited to, overseeing auction items and entering all auction information and images into the database. The annual Art Soirée will be held on April 6, 2024 at Pendry Park City. This event provides critical funding for Kimball Art Center and directly supports the organization's year-round exhibitions and educational programs.

Commitment: The Event Intern position starts asap and runs through April 11th, 2024, with the possibility of an extension, if both parties are interested. This position offers flexibility with working at Kimball Art Center and from home, with an expectation to work the Art Soirée on Saturday, April 6th.

Requirements:

- Time commitment of 6-8 hours each week
- Length commitment of 3 months
- Must be dependable, professional, hard-working, detail-oriented, and capable of lifting up to 50 lbs.
- Willing to learn and contribute to the success of events
- This position requires organizational, communication and customer service skills
- Photography skills are a plus
- Applicants must be proficient in Microsoft Office, spreadsheets, email and experience with the Adobe Creative Suite is appreciated
- Comfortable with technology and learning new software
- Must be at least 18 years of age and have reliable means of transportation
- Open to undergraduates and early professionals. Academic credit optional.
- Stipend available

Please note this job description is not designed to cover or contain a comprehensive listing of all activities and duties that are required for this position.

Work Environment: This job operates in a professional office environment, and will include off site venues.

To Apply: Please send a current resume, 2 references, and cover letter to development@kimballartcenter.org

Deadline: January 25, 2024

