Name of Organization: City of North Charleston Cultural Arts Department

Address: Physical – 2500 City Hall Lane, North Charleston, SC 29406
Mailing – PO Box 190016, North Charleston, SC 29419-9016

Telephone/Fax/E-mail/Website: Main Ph. - 843.740.5854
Direct Ph. – 843.740.5848
Fax – 843.529.2291
Email – asimmons@northcharleston.org
Website – www.northcharleston.org (under Cultural Arts)

Name of Organization Intern Supervisor: Ann Simmons, Arts Coordinator

Internship Job Title: Cultural Arts Department/North Charleston Arts Festival Intern

Application Deadline: Fri., Dec 4, 2015 Term(s) applying for: __Fall _X_Spring __Summer

Description of Responsibilities (Attach additional information as needed):
The Arts Management Intern will gain knowledge in the planning, implementation, and operations of a City’s Cultural Arts Department by assisting with special projects under the direction of the Cultural Arts Director, Arts Coordinators, and various staff members in order to fulfill specific duties and assignments in the following areas:

- General office tasks such as typing, data entry, mail lists, mailings, record keeping, filing, and editing copy for various applications, marketing materials, press releases, contracts, and correspondence
- Collecting/compiling data on various art programs and art groups
- Distributing promotional material
- Planning and implementing on-going programs, special events, and installations of art exhibits
- Planning and implementing the annual multi-discipline North Charleston Arts Festival, to include: decoration for select events, installation and de-installation of original art, photography, youth art and fine craft exhibits. Assist with the management of performance stages, children’s art activities, exhibit monitoring, and special assignments.
- Developing corporate sponsorship.
- Coordinating volunteers specifically for the Arts Festival.

For more information on the department, visit the Arts & Culture section of the City’s website, northcharleston.org.

Knowledge and Skills Required:
- Basic office skills (i.e. – typing, phone etiquette, filing/alphabetizing, etc.)
- Proficiency in Microsoft Office – esp. Word and Excel
- Ability to work independently.

Dates of Internship and Hours of Work (Internships require 120 hours of student work for 3 hours academic credit) If this internship includes an honorarium or hourly wage, please indicate the amount:
- Internship dates: January 11 through May 7, 2016
- Flexible weekly schedule - greater time commitment needed in April and May during Arts Festival
- Stipend of $500 for 120 hours

I have reviewed the description of responsibilities of organization sponsors and agree to participate as described:

Signature Ann Simmons Date 10/28/15