Internship Position Title:


Deadline to Apply:

Fall; Spring; Summer

Term(s) applying for: (check all that apply)

Name of Sponsoring Organization

City of Charleston Office of Cultural Affairs

Type of Organization:

Other

Supervisor Name and Title:

Mindy Manziano, Box Office/Website Manager & Internship Coordinator

Supervisor E-mail Address:

woodm@charleston-sc.gov

Supervisor Telephone Number:

843-720-3819

Organization Website:

http://www.charlestonarts.org/about-cultural-affairs-charleston/programs-and-services/internship-program/

Mailing Address:

180 Meeting Street
Suite 200
Charleston, SC 29401

Internship Position Title:

Intern
Time Commitment: a normal internship consists of 120 hours of work for 3 hours of class credit (school credit is optional). Work can be completed in one semester or conducted over several semesters with student working an average of 5-10 hours per week. If your college or university requires more time commitment, we are flexible.

Note: Summer interns can complete their hours during the festival time period (late May to early June) or prior/following the festival as well.

Dates of Internship
Spring Internship: January-April
Summer Internship: May-August (or just during Piccolo Spoleto)
Fall Internship: September-December
The City of Charleston Office of Cultural Affairs recruits and trains over 30 college and master's degree candidates per year to serve as interns leading up to and working during the Piccolo Spoleto Festival, MOJA Arts Festival and other special events.

Students work 120 hours and are generally eligible for 3 hours of college credit. All internships are unpaid unless a stipend is available.

OCA Projects in Internship:
Arts in Charleston Calendar
Charleston Farmers Market
Piccolo Spoleto Festival (Spring/Summer)
MOJA Arts Festival, Holiday Magic, Happy New Year Charleston (Fall)

Duties included in the 120 hours required for the internship include but are not limited to:

ARTS ADVOCACY/BUILDING PARTICIPATION IN THE ARTS:
• Research, write, and post onto CharlestonArts.sc event descriptions for the Arts in Charleston Calendar
• Research and update Job Bank/Audition/Calls for Submissions/etc. positions posted on CharlestonArts.org

DEVELOPMENT:
• Gift entry and contact updates in Raiser’s Edge database
• Draft grant application for an OCA project or festival event
• Assist in fulfillment and implementation of corporate sponsorship marketing benefits

MARKETING:
• E-Newsletter creation in Constant Contact email marketing program
• Update Piccolo Spoleto, MOJA Arts Festival and CharlestonArts.org websites with text, photos, website links and more
• Graphic design and production of marketing flyer
• Assist in distributing marketing materials throughout the Lowcountry

PUBLIC RELATIONS
• Type, proofread, and edit various printed marketing/PR materials (ex. press releases, posters, programs, brochures, flyers, etc.)
• Assist in distributing festival marketing materials and Arts in Charleston Calendars throughout the Lowcountry
• SUMMER ONLY: Work in Piccolo Spoleto Festival Press Room; research and collect press clippings

OPERATIONS/PRODUCTION
• Work the Arts Info Booth in the Charleston Farmers Market on certain Saturdays
• Docent one session at the City Gallery at Waterfront Park
• House manages and/or works at various festival events (the Summer internship mainly consists of house management for various events in the Piccolo Spoleto Festival.)
• FALL ONLY: Work one shift at Holiday Magic in Historic Charleston
<table>
<thead>
<tr>
<th>Qualifications/Skills Required</th>
<th>Must be a college or master's degree candidate or recent graduate from a college or university.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The use of Microsoft Word and Excel a must. The use of Outlook, Publisher, Adobe, Raiser's Edge, Constant Contact, or WordPress a plus but not required.</td>
</tr>
<tr>
<td></td>
<td>Previous arts management experience in a paid or volunteer capacity a plus but not required.</td>
</tr>
<tr>
<td>** LEARNING OUTCOMES **</td>
<td>Students are required to identify goals and desired learning outcomes for their internship. Please list those specific skills that an intern will have the opportunity to learn while working with your organization.</td>
</tr>
<tr>
<td></td>
<td>Students will learn valuable skills in marketing, logistics, communication, production and management while interning with the City of Charleston Office of Cultural Affairs.</td>
</tr>
<tr>
<td>Compensation? Please indicate if this internship is paid, unpaid or if there is a stipend.</td>
<td></td>
</tr>
</tbody>
</table>