



Arts Administrative Internships, 2023-24

About LexArts

LexArts promotes quality arts experiences for the benefit of people in Central Kentucky through funding, advocacy, technical assistance, communication, and programming initiatives. Through its annual *Fund for the Arts*, LexArts has raised millions of dollars in support of local arts. In turn, LexArts underwrites the operating expenses for a variety of partner organizations and offers affordable exhibition and performance space for eligible organizations, public arts programming, and competitive grants for community outreach projects.

Overview

LexArts seeks talented, driven young aspiring arts administrators to fulfill *fall, summer, and spring* internships in various areas. Interns expand their skillsets and understanding in a particular department while gaining broad knowledge through collaboration with the entire LexArts staff.

LexArts is seeking interns in the following areas:

- **Public Art & Gallery Management**
- **Social Media Marketing & Digital Storytelling**
- **Artwork Documentation and Digital Archival**
- **Finance & Operations**
- **Development & Donor Relations**
- **Executive Campaign Oversight & Support**

Candidates should be able to commit 10-15 hours per week for a full semester or summer session (allowing for holidays, doctor visits, etc.). Days/times are flexible with intern's schedule. Internship hours may occur in or out of the office.

Interns report directly to a departmental supervisor and interact regularly with the internship coordinator, who facilitates intern onboarding and biweekly professional development seminars. Both the area supervisor and internship coordinator will work closely with the intern to ensure that assigned responsibilities fit the intern's desired learning outcomes; the goal is for interns to come away from the internship with more confidence, relevant experience, and preparedness as they enter the arts administration workforce. Interns and area supervisors meet at least once a week to receive assignments and discuss progress, and the whole intern cohort meets with the internship coordinator at least biweekly for seminars and to monitor progress.

Expected Outcomes

Interns gain experience and understanding of general arts and nonprofit administration. They receive an understanding of the role public art plays in community building and economic development. Interns are involved with frontline administrative coordination of stakeholders and artists. Interns gain comprehension of event coordination, along with practical skills in workplace functions and gallery curating. Interns gain a wider arts network in Lexington from interactions at staff meetings, with other interns, board members, committee members, artists, grantees, nonprofit leaders, and more.

Compensation

Selected interns will receive a stipend of \$1,000 at the end of their internship and college credit is available to applicants enrolled at a university or college.

Past Professional Development Seminars

LexArts interns get to learn from a strong network of community partners in biweekly professional development seminars. These seminars address the intersections of arts administration, community development, and career planning.

Past seminars have included:

- Nonprofit Board Governance and Community Relations (*Spring and Summer 2021: Yajaira Aich West, VP of Community Relations PNC Bank and LexArts Board Member, Ame Sweetall, Pres/CEO of LexArts*)
- Addressing Implicit Bias in Organizations, Importance of DEI in Arts (*Summer 2021: Bill Wilson, Retired Deputy Executive Director at Kentucky Educational Television*)
- Job Searching and Resume Writing in the Arts (*Summer 2021: Alyssa Bustle, Kentucky Career Center*)
- The Economic Impact of the Arts (*Summer 2021: Bob Quick, Pres of Commerce Lexington and 2021 LexArts Campaign for the Arts Co-Chair, Julie Quick, visual artist and 2021 LexArts Campaign for the Arts Co-Chair*)
- Boundary-Setting and Professionalism in the Arts Workplace (*Spring, Summer, and Fall 2021: McKenzie Shelton, Americorps VISTA at LexArts*)
- Interaction of Public Art with Urban and Civic Spaces (*Summer 2021: Kurt Gohde and Kremena Todorova, public artists and educators at Transylvania University*)

Important Dates and How to Apply

Fall internship application deadline: August 15th, 2023.

Internship start date: Flexible, around August 21st, 2023.

Submit application and supplemental materials at <https://form.jotform.com/211115722667957>

INTERN AREAS:

Public Art & Gallery Management

Responsibilities

- Assist with preparation of physical gallery and online galleries during changeover of exhibitions, creating spreadsheets of artwork/artist information for exhibits, photographing artwork, editing photos, and managing upload to digital galleries
- Continuing ongoing project of developing digital maps of cultural assets in Lexington, conducting condition reports on public artworks, surveying local organizations for creation of an arts organization database
- Assisting with development of a LexArts mobile app
- Assist with administration of ongoing Public Arts projects, grants, and other duties as assigned

Qualifications

- Desire to gain nonprofit art administration experience
- Proficiency in Microsoft Office Suite
- Adobe Creative Cloud, graphic design experience a plus
- High attention to detail, ability to accomplish tasks with minimal supervision
- Self-starter with ability to problem solve creatively, ability to multi-task and focus amid possible distractions
- App development experience a plus

Social Media Marketing & Digital Storytelling

Responsibilities

- Assist with creating and fulfilling social media strategy and scheduling, particularly for fundraising campaign
- Creating visual and written content for all social channels and publications
- Writing/editing press releases, creating targeted email campaigns, adding content to website
- Assisting with development of a LexArts mobile app
- Other marketing, public relations, and digital storytelling duties as assigned
- Intern will gain a portfolio of original digital storytelling and social media campaigns, proficiency in various social and communications platforms including HootSuite, Constant Contact, Facebook Business Suite, etc.

Qualifications

- Proficiency with Microsoft Office Suite
- Skills in photography, video editing, graphic design, website design a plus
- Self-starter with ability to receive tasks and carry out with minimal supervision, empowered to keep projects on schedule by regularly checking in with teammates

- Excellent written and verbal communication skills, desire to develop marketing skills, high attention to detail
- App development experience a plus

Artwork Documentation & Digital Archival

Responsibilities

- Document artwork in LexArts gallery and storage, create digital archive of historic newspaper clippings and other relevant media for LexArts 50th Anniversary project
- Assisting with development of a LexArts mobile app
- Other marketing, public relations, and digital storytelling duties as assigned
- Intern will gain portfolio of digital archival work
- May assist social media marketing intern with creating and scheduling/posting content for social channels

Qualifications

- Proficiency with Microsoft Office Suite
- Skills in photography, video editing, graphic design, and digital archival a plus
- Self-starter with ability to receive tasks and carry out with minimal supervision, empowered to keep projects on schedule by regularly checking in with teammates
- Excellent written and verbal communication skills, desire to develop marketing skills
- High attention to detail, creative problem solver
- App development experience a plus

Finance, Accounting & Operations

Responsibilities

- Observe all operations, finance, and accounting processes, create a “manual” relaying all procedures (writing intensive internship)
- Assisting with development of a LexArts mobile app
- Assist Operations Manager with accounts receivable, accounts payable, bank statement reconciliation, and financial statement preparation
- Coordination on ad hoc projects with other departments to ensure accurate tracking and compliance

Qualifications

- Proficiency with Microsoft Office Suite
- Excellent written and verbal communication skills, high attention to detail, organizational skills
- Desire to develop accounting and finance skills, desire to contribute to community through enabling their work

- Ability to accomplish tasks with minimal supervision, to multi-task and focus amid possible distractions
- Creativity in problem solving, flexibility in methodology
- App development experience a plus
- Basic financial accounting knowledge and Quickbooks experience are a plus

Development & Donor Relations

Responsibilities

- Supporting organizational campaigns including Horse Mania, LexArts 50th Anniversary, Capital fundraising, donor solicitations, and Makers Mark collaborations
- Assisting with implementation of the annual Workplace Giving program and the **SMART** Card program, serving as liaison to WPG site coordinators, local vendors, and **SMART** Card retailers
- Building capacity for donor database, attending committee and staff meetings, coordinating Arty Parties
- Researching prospective donors, logging data, contacting previous donors/sponsors, creating logistics maps for thank-you gift deliveries
- Assisting with development of a LexArts mobile app
- Assist with other projects including fundraising and stewardship events, arts programs, communications efforts, general administrative support, and other duties as assigned

Qualifications

- Desire to gain nonprofit development and fundraising experience, give back to community
- Proficiency with Microsoft Office Suite
- Attention to detail, excellent people skills, ability to accomplish tasks with minimal supervision
- App development experience a plus

Executive Campaign Oversight & Support

Responsibilities

- Supporting interdepartmental organizational campaigns including Horse Mania, LexArts 50th Anniversary, Capital fundraising, donor solicitations, and Makers Mark collaborations
- Building capacity for all areas of the nonprofit including development, marketing, donor relations, operations, public art, and building management
- Assisting with development of a LexArts mobile app
- Assist with other projects and duties as assigned

Qualifications

- Desire to gain broad nonprofit experience, and executive leadership and management skills
- Proficiency with Microsoft Office Suite
- Attention to detail, excellent people skills, ability to accomplish tasks with minimal supervision
- App development experience a plus