Octagon Center for the Arts
Event Management Intern

The Event Management Intern will assist the Executive Director and Events Coordinator with event planning and implementation efforts, as well as day-to-day operating functions. Events include: the Octagon Art Festival, the annual fundraiser, and numerous receptions.

Responsibilities

- Providing administrative assistance to the Events Coordinator for the planning, organization, and implementation of event tasks and projects
- Recruiting and scheduling volunteers
- Recruiting organizations and businesses to participate in events
- Soliciting donations from businesses
- Editing and maintaining database of participants
- Managing correspondence and promotional materials
- Participating in staff and committee meetings
- Assisting with the physical set up for events
- Representing the Octagon at events

Successful Candidates

- Project a positive professional image to the general public, clients, stakeholders, and the community
- Are able to meet deadlines; are prompt and reliable
- Have strong written and verbal communication skills and organizational skills.
- Are able to perform administrative duties including data entry, filing, copying; have proficiency in basic computer skills, able to create and edit basic Microsoft Office Suite documents (ie: Word, Excel, PowerPoint) with technical and grammatical accuracy
- Are able to lift 25 pounds, as they will be lifting/carrying/moving chairs and tables for events set up
- Can work 5 – 10 hours a week at the Octagon Center for the Arts during regular business hours
- Have a cumulative g.p.a. of 3.0 or higher

Positions and Compensation

- One position for summer
- May be used to fulfill internship credit requirements

Contact
Rhonda Scott, Events Coordinator
Octagon Center for the Arts
427 Douglas Ave
Ames, Iowa 50010
info@octagonarts.org

About the Octagon Center for the Arts
The Octagon Center for the Arts is a not-for-profit 501(c)-3 organization located in the heart of downtown Ames, Iowa. For more than fifty years, the Octagon has steadfastly worked to make the arts more accessible to the general public. We enhance people's lives by encouraging individual creativity, spirit, and potential. The Octagon continues to contribute to the quality of life and economic growth of the Ames community by making it a more livable and prosperous place. The Octagon serves more than 30,000 people annually through art classes and outreach programs, rotating exhibits, the retail Gallery Shop, and special events such as the Octagon Art Festival. For more information, please visit www.octagonarts.org.
Ames Community Arts Council  
Event Management Intern

The Ames Community Arts Council is seeking an intern or interns to assist with the planning and marketing of a fundraiser to be held on Saturday, August 3, 2019. [Successful candidate must be available to attend the event.]

Responsibilities

- Helping to develop and implement a marketing plan, including methods to promote event attendance and increase engagement of both Arts Council members and non-members
- Seeking event sponsors and donations
- Creating promotional posters, flyers, invitations, and/or programs
- Assisting with press releases and blog posts
- Attending monthly Board meetings and event planning meetings
- Developing future fundraising opportunities of various types
- All Arts Council interns, regardless of primary focus, are likely to assist with the weekly e-newsletter

Successful Candidates

- Strong communication skills, especially the ability to write well
- Strong organizational skills
- Interest in the arts, event development/promotion, community building and/or non-profit organizations
- Event planning experience
- Willingness to or experience with seeking donations and sponsors
- Experience with simple graphics programs
- Ability to devote 10 or more hours per week to internship

Positions and Compensation

- One - three positions
- Position begins immediately and continues through summer
- Opportunity to continue into academic year upon mutual agreement
- Positions are unpaid
- Internships may be applied toward college credit if desired

Contact
Jennifer Brockpahler, Director
director@amesart.org or 515-233-6110 | www.amesart.org

Application Deadline: Position begins immediately. Open until the position is filled.

About ACAC
The Ames Community Arts Council is a 501 (3)(c) non-profit organization founded in 1976 and dedicated to celebrating the arts in Ames. Our members include artists, non-profit arts organizations, businesses and supporters of the arts. The Arts Council is funded through memberships, donations and grants, including the City of Ames Commission on the Arts (COTA). For more information visit www.amesarts.org.