



Year-Round Internship Projects

Arts Education and Administration

Arts Education and Administration Internship

The Banana Factory Arts Center at ArtsQuest seeks a dynamic intern to assist the visual arts education department in the development and delivery of visual arts programs and events. Dates and times of the internship are flexible. Great hands-on experience for the Arts Administration/Art History, Fine Arts Major, Arts Education, Early Childhood Education, Humanities, English, Psychology and Business Majors with a passion for the arts!

Responsibilities may include:

- Assist with special projects, research, audience analysis and event planning.
- Assist with planning and executing activities for First Fridays at the Banana Factory to engage the community in the arts and culture.
- Post class or event follow-up and customer service
- Coordination of special events and fundraiser preparation
- Coordination of research and compile mailings lists for special projects
- Assist with upcoming arts activities for festivals and events
- Coordination of educational programs, school programs, summer camps, tuition classes
- Gain classroom experience working alongside a professional artist mentor

Qualifications:

- Excellent organizational skills and an eye for details
- Excellent verbal and written communication skills
- Art education background and/or prior work experience
- Experience and proficiency in Microsoft Office (experience in Adobe Creative Suite is a plus)
- Ability to work independently and as a team player in a fast-paced environment, handle multiple tasks at once, and adhere to deadlines

The internships listed above are generally available year-round except where noted. If you are interested in the internship listed above, please follow the **Application Instructions and Internship Timelines** posted on our website at www.artsquest.org/info/internships for all the details for qualifying and applying.