



Volunteer Program Intern

Volunteer Program Internship

The Volunteer Program Intern will assist in the coordination of year-round volunteer activities for ArtsQuest such as events at the Banana Factory, SteelStacks, Christkindlmarkt, Oktoberfest, Musikfest and other festivals and events! This internship provides great, real-life experience for students studying degrees in Human Resources, Psychology and Business. This is an ideal position for someone who loves meeting and engaging with passionate members of the community.

Responsibilities may include:

- Preparation of materials for training; coordinate logistics required to train volunteers
- Coordinate food requirements as necessary for the volunteers
- Attend internship fairs to represent the organization
- Attend community and corporate events to assist in recruiting volunteers
- Assist in scheduling and preparing materials for volunteers
- Prepare correspondence, answer questions and handle volunteer requests
- Be available to assist on site with events as necessary
- Interns are required to work at least **16-24** hours per week or as needed to fulfil credit requirements

Qualifications:

- Currently enrolled in a full time undergraduate or graduate degree program
- Prior experience volunteering is a plus
- Ability to set and adhere to strict deadlines
- An interest or passion for the arts
- Ability to work independently as well as part of a time in a fast paced environment
- Prior experience with personnel and event management is preferred

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