



CALL FOR INTERNS

POSITION TITLE: TITLE

Engagement Office Intern

POSITION REPORTS TO:

Renee Salazar, Engagement Coordinator

APPROXIMATE NUMBER OF HOURS PER WEEK:

5-12 weekly hours UNPAID. 18 weekly hours PAID \$500 upon completion. (weekly schedule to be determined between intern and supervisor).

DATES OF SERVICE:

Fall Internships: September through December

Deadline to apply for fall: August 7th

Spring Internships: January through May

Deadline to apply for spring: October 30th

Summer Internships: June through August

Deadline to apply for summer: April 3rd

LOCATION:

Mesa Arts Center, One East Main Street, Mesa, AZ 85201

POSITION DESCRIPTION:

The Mesa Arts Center, owned and operated by the City of Mesa is Arizona's largest arts center, home to four theaters, five art galleries, and 14 art studios. The Mesa Arts Center's mission is to inspire people through engaging arts experiences that are diverse, accessible, and relevant.

Internships:

- Are unpaid
- Include personal career mentoring from/by MAC staff
- Are eligible for university credit (course/credit must be arranged prior to internship with your university advisor)
- Provide emerging arts leaders the opportunity to participate in the operation of a local arts council/performing arts center/museum/art studios

QUALIFICATIONS:

Interns must:

- Be undergraduate students, graduate students enrolled in a college or university
- Have experience/interest in (Arts Education, Arts Learning, Community Arts Development)
- The ability to work independently and as a team
- Register with the City of Mesa Volunteer Program, including background check and fingerprinting

Interns should:

- Have strong organizations skills and the ability to prioritize
- Possess exemplary verbal and written communication skills
- Be resourceful self-starters, able to problem solve
- Be comfortable working with Microsoft Office products

SPECIFIC DUTIES/RESPONSIBILITIES:

MAC Arts Education Outreach Intern:

- Assists with serving schools, community organizations and arts organizations
- Assists with tasks related to *Performing Live for Students*, student shows
- Assists with the design and delivery of arts education and engagement programs of the Mesa Arts Center, including festivals, Mesa Contemporary Arts Museum and Performing Live
- Assists with research involved with developing new initiatives and projects as needed
- Research and compile resources related to education, arts education and advocacy
- Complete tasks and other projects as assigned
- Update and maintain various databases

QUESTIONS:

Contact Renee Salazar, Engagement Coordinator, (480)644-6540, renee.salazar@mesaartscenter.com

SUBMISSION:

If you are interested, please submit the following via email or mail.

- One page letter of inquiry, speaking to coursework, experience or interest related to post
- Resume or CV
- List of at least three professional/academic references (letters of reference not required)

Email your materials to engagement@mesaartscenter.com with a subject line: Engagement Intern OR mail your materials to: Mesa Arts Center, One East Main St., Mesa, AZ 85201, ATTN: Renee Salazar.