



CITY OF MESA VOLUNTEER JOB DESCRIPTION

MESA ARTS CENTER INTERN

POSITION DESCRIPTION

The internship program is designed to provide students with an opportunity to gain meaningful work experience in Economic Development.

The goal of the internship program is to provide students with work experience in a professional setting aimed to expand their academic, professional, and personal learning. Examples of work activities in the Arts and Culture internship program include: researching, compiling, and summarizing information for assigned areas; learning and assisting with email and social media marketing; performing data entry; developing web content; proofreading; copywriting; photo and video; and providing public relations assistance.

This internship is unpaid and for college credit and/or workplace experience only. Interns are responsible for all personal expenses incurred during their internship. Students may be eligible for college credit, through their program of study, upon completion of the internship. Students are responsible for determining if their service will be eligible for college credit, obtaining and completing any required forms to receive credit and meeting any registration requirements from their college or university.

QUALIFICATIONS

Education and Experience: Students interested in internship opportunities should be pursuing education in a marketing/communications or a business related field and nearing the completion minimally of an Associate Degree.

Special Requirements: Must possess a valid Arizona Driver's license. This position requires a background check and motor vehicle records check.

ESSENTIAL FUNCTIONS

Communication: Communicates with management, other City employees and the general public. Prepares written documents using clearly organized thoughts, proper sentence structure, punctuation and grammar.

Manual/Physical: Enters information into a personal computer (PC) and operates a variety of standard office equipment. Operates a vehicle requiring a standard Arizona Driver's license.

Mental: Understand and follow verbal and written instruction. Self-motivated and dependable. Excellent people skills, time management, self-motivated and strong organizational and planning skills.

Abilities:

Ability to:

deal with the staff and the general public tactfully and courteously;
ensure delivery of excellent customer service;
be dependable and reliable;
clearly organize written communications

Time Commitment: 8 hours or more per week. Monday-Thursday. The internship will run on a semester basis.

Location: Mesa Arts Center; 1 E. Main St., Mesa, AZ 85211.

More Information: Contact connect@mesaartscenter.com.

To Apply: Send a resume and the name of one reference who can comment on your abilities for this internship to connect@mesaartscenter.com.