



EDMOND FINE ARTS
INSTITUTE

Internship Opportunity

Edmond Fine Arts Institute, Edmond's art non-profit for the last 35 years, is excited to offer an internship opportunity for Spring 2021 and/or Summer 2021.

The selected intern will work directly with the Program Director on events and community outreach projects including VIBES Edmond's First Thursdays and monthly gallery openings at the FAI Gallery. Interns will gain valuable experience working with both visual and performing artists, community partners and sponsors as well as knowledge about displaying and marketing art.

This is a PAID internship and can be counted as class credit if it is approved by the university. The internship will pay \$10/hour.

This is a very hands-on, out in the community, working with people internship!

Internship Expectations

- Work alongside the Program Director on event prep and during the events (the first Thursday of each month).
- Build relationships with local visual and performing artists and assist them with set up for the events.
- Work with businesses and artists to market themselves and the VIBES events.
- Learn proper techniques to install art shows.
- Support and expand public relations with artists, media contacts and the general public.
- Be the friendly go-to person at events.
- Act as host at gallery openings.

More Information about Edmond Fine Arts Institute can be found at www.edmondfinearts.com.

For details about VIBES Edmond's First Thursday check out www.edmondvibes.org.

When & Where

- 8-12 hours per week.
- Must be available Thursday nights from 4pm-8pm.
- Edmond Fine Arts Institute, 27 E. Edwards St., Edmond, OK 73034

Applicant Requirements

- Must be an upperclassman (Junior or Senior) or graduate student
- Have a passion for the arts
- Be responsible with a strong work ethic
- Outgoing personality & interacts easily with people
- Available for a consistent weekly schedule
- Ability to problem solve & work on the fly
- Must be a self-starter and able to take on projects individually with limited oversight
- Basic computer & social media skills
- Ideal for the following Majors: Studio Art, Art History, Art Education, Marketing, Hospitality, Graphic Design, Non-Profit Management, Event Management, ect.

To Apply

To apply please submit the following to savannah@edmondfinearts.com.

- **Resume**
- **Cover Letter** -1 page explaining why you are interested in the internship, what sets you apart from other applicants & how you would benefit personally from being selected for the position.

Applications must be submitted by Friday, February 12th.

Interviews (in-person and/or via ZOOM) will take place February 17th-February 26th.

Selected Intern would start the 1st week of March.