



JOB TITLE: Visual Arts Intern

JOB DESCRIPTION

A. Purpose and Scope

The Visual Arts Intern is responsible for (but not limited to) programming elements and/or support assistance for the Art Auction, Artist Awards Reception, Artist Relations, 2025 Cherry Creek Arts Festival and all related logistics.

B. Responsibilities

Plan, execute and follow-up on all items necessary to execute the Visual Arts Intern purpose. Establish procedures for maintaining the high standards created by the Cherry Creek Arts Festival. Determine, enforce, and promote productivity and quality in all areas. Support the Visual Arts Director in all visual arts areas, art activations, creating designs, and other festival related events. Execute annual goals for Art Auction as provided by festival management. Produce extensive wrap-up report and all electronic files at conclusion of festival to the Executive Director/CEO.

C. Organization Relationships

The Visual Arts Intern reports to the Visual Arts Director. The Visual Arts Intern will be the staff liaison for specific volunteer chair(s) and festival volunteers.

JOB REQUIREMENTS

The CherryArts' team approach to special event management mandates that all staff possess a keen sense of self-motivation, the proclivity to work positively with a variety of personality types and leadership styles, the ability to be flexible and to embrace change. CherryArts staff possesses and demonstrates a high standard of integrity and professionalism.

A. Education and Training

Must have a high-school education and should have or be working towards a college degree preferably in a field that offers opportunity to gain a well-rounded background.

B. Technical Requirements

Computer proficiency (Apple operating system, Microsoft Office and Excel), Salesforce, Constant Contact, Canva, GiveSmart (willingness to learn this data program if not experienced), Desired/bonus skill but not mandatory: graphic/layout proficiency.

C. Coordination Experience

Proven supervisory, management and administrative experience * Proficient detail and project management * Persistence in follow-through * Excellent problem solving, multi-tasking and contract negotiation skills * Excellent delegation, leadership and meeting facilitation skills * Willingness and ability to work extended hours including nights and weekends as necessary, **must be able to work entire week and weekend of the Arts Festival and set up day and strike July 2, 3, 4, 5, 6, 7, 2025** * Excellent verbal and written communication ability, thoroughness in paperwork processing * Report development and review * Passionate in the visual arts * Experience in event management * Complete record keeping and filing ability.

JOB DETAILS

Start and End Dates:

May 20, 2025 – July 16, 2025

\$2,000 stipend

Location: Cherry Creek North, Denver, CO

Qualified applicants may receive academic credit through their college or university.

Important Dates:

Weekly Staff meetings: Tuesday's at 10:00am, monthly Volunteer Chair Meetings, Final Production meeting, monthly warehouse work sessions, 2025 CCAF: Opening Night Set up July 2nd and 3rd, CCAF Set Up July 3, Festival July 4, 5, 6, 2025, Site walk through July 7, auction pick up the following weeks after the festival.

CherryArts is committed to inclusion of people of all races, ethnicities, abilities, gender identities, and sexual orientation. CherryArts believes that art should be accessible to everyone and representative of all. We reject racial injustice of any form. We believe that this is an active process that requires continuous commitment to recognizing inequities and working to mitigate them. We will bring attention to strategic institutional change and implement business practices that reflect these core values. This commitment reflects who we are, but also who we seek to become, as a diverse, inclusive and equitable organization.

Please email resume, cover letter and two references and questions by May 20, 2025 or sooner to:

Amy Curlee / Visual Arts Director
(she/her)

amycurlee@cherryarts.org 303.355.2787