



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, Janus Henderson Investors Art Experience Tent, Artist Relations 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. Use creativity to grow Art Experience Tent activations. 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 (willingness to learn this data program if not experienced), Desired/bonus skill but not mandatory: graphic/layout proficiency

using Adobe Creative Suite software (Illustrator, Photoshop, InDesign).

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 weekend of the Arts Festival and set up day July 4, 5, 6, 7, 2019** * 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:

Mid May 2019 – July 26, 2019

\$1,700 stipend

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

Important Dates:

Weekly Staff meetings: Mondays at 1:30pm, monthly Volunteer Chair Meetings, Final Production meeting, monthly warehouse work sessions, 2019 CCAF: July 4, 5, 6, 7, 2019, Site walk through July 8, auction pick up the following two weeks after the festival.

Please email resume and questions to:

Amy Curlee
Visual Arts Director

amycurlee@cherryarts.org

(303) 355-2787

APPROVAL:

Department Manager/Supervisor:

Date:

Visual Arts Intern:

Date:
