



JOB TITLE: CherryArts Intern

DEADLINE TO APPLY: August 21st

JOB DESCRIPTION

A. Purpose and Scope

The CherryArts Intern is responsible for (but not limited to) programming elements and/or support assistance for the general office. Tasks to include social media posting, the Stanley Arts Festival: Art Auction, Artist Relations, Signage Assistance, Mobile Art Cart, Mobile Art Gallery, Stanley Arts Festival set up and strike and all related logistics.

B. Responsibilities

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

C. Organization Relationships

The CherryArts Intern reports to the Visual Arts Director. The CherryArts Intern will be the staff liaison for specific 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

2 Steele Street, B100 Denver, CO 80206 Phone 303-355-2787 www.CherryArts.org

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 Stanley Arts Festival and set up day September 6, 7, 8, 2019** * Excellent verbal and written communication ability, thoroughness in paperwork processing * Report development and review * Passion for the arts * Experience in event management * Complete record keeping and filing ability.

JOB DETAILS

Start and End Dates:

Late August, 2019 – Late October, 2019

\$1500- \$2000 Stipend

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

Please email resume and questions to:

Amy Curlee
Visual Arts Director

amycurlee@cherryarts.org

(303) 355-2787

APPROVAL:

Executive Director:

Date:

Arts Festival Intern:

Date:
