



## INTERNSHIP POSITIONS

### **ARTS ADMINISTRATION INTERNSHIP**

The Oklahoma Visual Arts Coalition is a statewide organization with active arts programming. Arts Administration interns work as an extension of OVAC staff, gaining relevant experience in the field. Appropriate for anyone interested in the fields of art administration, nonprofits, development, or program management.

Assist with administration of Membership, Database, Grant Writing, Archiving, Art Focus magazine and the online Artist Gallery.

#### **Responsibilities:**

- Processing memberships from the website, through the mail and from call-ins.
- Database entries and maintenance.
- Preparing mailings (including bulk mail)
- Handling member call-in's
- Assisting members with their online Artist Gallery
- Choosing a monthly Artist of the Month for website and E-news letter
- Assist Operations Manager with volunteer recruitment and acknowledgment process.
- Archiving maintenance and assisting in the process of digitizing the current archive.
- Website Content & Maintenance
- Assist in Grants for Artists program, including writing grant summaries and blog posts about recipients
- Other duties as assigned.

#### **Benefits:**

1. Foundation of software and web-applications necessary for Arts Administrative role (Excel, Access, Group Mail, Wordpress, Submittable and others)
2. Basic grant writing skills
3. Monthly shadowing of arts professionals
4. Attend and participate in program committee meetings
5. Interview artists in person
6. Attend openings and special events for OVAC
7. Invitations to OVAC programs and events such as ASK workshops, Momentum, Tulsa Art Studio Tour, 12x12, and more

Candidates must commit to a minimum of 10 hours per week during the summer semester. Can offer school credit if coordinated by college.

### **DEADLINE DATES**

**Spring application deadline: December 31st**

**Summer application deadline: April 30 th**

**Fall application deadline: July 31st**



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### **EVENT & PROGRAM INTERNSHIP**

The Oklahoma Visual Arts Coalition has many events and programs designed to support Oklahoma artists. Interns will focus on program(s) specific to their interests, gaining experience in event planning, committee work, meeting facilitation, preparing exhibitions, marketing, and more.

The selected intern will assist the Programs Coordinator with tasks related to an OVAC program or event (e.g. 12x12 Fundraiser, Momentum OKC, Momentum Tulsa, Tulsa Art Studio Tour, Concept, Art 365, 24 Works on Paper).

#### **Responsibilities:**

- Clerical duties related to event planning
- Assist in communications to relevant parties, such as participating artists, committee members, volunteers, sponsors and others.
- Attend program and event committee meetings
- Content creation for promotion of events on a range of social media platforms
- Correspondence with OK galleries and compilation of exhibition/event information
- Assist in distribution of Art Focus magazine
- Choosing noteworthy events across OK for E-news letter
- Other duties as assigned.

#### **Benefits:**

1. Monthly shadowing of arts professionals
2. Attend committee meetings
3. Interview artists in person
4. Attend openings and special events for OVAC
5. Invitations to OVAC programs and events such as ASK workshops, Momentum, Tulsa Art Studio Tour, 12x12, and more

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### **DEVELOPMENT INTERN**

Gain experience with non-profit fundraising and marketing. The intern will assist in the fundraising efforts for major gifts, foundations, corporate giving, and membership.

#### **Responsibilities:**

- Assist with strategic donor and prospect research including individual, corporate and foundation sponsors; compiling information from multiple online sources to share with staff
- Assist with sponsor acknowledgment process.
- Assist with preparation for donor meetings and outreach.
- Supporting donor cultivation events as needed, including venue research and invitation mailings.
- Maintenance of sponsor database
- Assist with report preparation
- Assist in grant writing and other fundraising activities
- Other duties as assigned.

#### **Benefits:**

1. Monthly shadowing of arts professionals
2. Attend committee meetings
3. Knowledge of local and national arts funders
4. Attend openings and special events for OVAC
5. Invitations to OVAC programs and events such as ASK workshops, Momentum, Tulsa Art Studio Tour, 12x12, and more

Candidates must commit to a minimum of 10 hours per week during the summer semester.  
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