

## Urban Institute for Contemporary Arts

### Unpaid Intern Position Description

**Position Title:** Communications Special Projects Intern

**Department/Location:** Communications

**Staff Supervisor:** Marketing & Communications Coordinator

#### AVAILABILITY:

Fall/Winter Semester: 10-15 hours per week, schedule flexible within M-F, 9-5 office hours.  
Desired start date: **TBD**

**Summer Semester: 10-15 hours per week, schedule flexible within M-F, 9-5 office hours.**  
**Desired start date: June - August 2017**

#### DUTIES & RESPONSIBILITIES:

Special projects interns in the Communications Dept. may be asked to develop content for promotional materials (print and web media), press releases, and other materials as needed. This position will also coordinate and facilitate interviews, photography sessions, document UICA's programming/exhibitions/events. Additional tasks may include book-keeping, press archives, update community calendars, distribute printed materials, produce special interest stories for UICA programming and media pitches, compile press kits, update media contact list, expand niche audience outreach list, and other projects as requested.

#### QUALIFICATIONS:

- Excellent written communication skills
- Ability to work independently
- Self motivated and deadline driven
- Ability to communicate effectively to staff, volunteers, and public.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.
- Flexible schedule
- Reliable transportation

#### EDUCATION:

- Working towards completing a BA, BFA, MA, or MFA in similar field.
- Junior in good standing with a minimum GPA of 2.8

#### Training:

- General UICA orientation provided by Volunteer Department.
- On-the-job training will be provided, as needed.

#### Application Requirements:

- 1 Cover Letter
- 2 CV/Resume
- 3 Letter of Recommendation (2)
- 4 Portfolio (6-10 examples of photographic, experience, lifestyle, and studio work)
- 5 Writing Sample - One Page
- 6 Unofficial Transcript

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