

Artpace Development Intern- Bexar County Arts

Term: 10 Weeks- June 5, 2023- August 11, 2023

Full Time: 40 hours/week- \$3500 Stipend

Required attendance to Bexar County Commissioner's Court (June 6th or 13th) and the Intern Recognition Luncheon, hosted by Generation NEXT (August 3rd at The Tobin Center).

Artpace San Antonio is a nonprofit residency program which supports Texas, national, and international artists in the creation of new art. As a catalyst for artistic expression, we engage local communities with global art practices and experiences.

Artpace strives to offer interns experience that nurtures a passion for careers in the arts as well as inspiration to incorporate creativity into any career path they choose. Interns are an integral part of the organization, and Artpace seeks self-motivated candidates that can work both independently and collaboratively in a professional setting. Interns will apply their creativity, critical thinking skills, and enthusiasm to a range of projects under the mentorship of Artpace professionals. Additionally, interns are encouraged to set and meet their learning objectives.

Artpace Development Interns significantly support the mission of Artpace by assisting in event logistics and the organization of individual and corporate donors and sponsorships to execute successful fundraising opportunities including Artpace's largest free, family event, Chalk It Up. Chalk It Up engages an average of 15,000 individuals within Bexar County with over 50 organizations, schools/colleges/universities, and artists creating works of art rendered in chalk. All support received for this public event will ensure the sustainability of Artpace's public and educational programs.

Development Interns can expect to:

Conduct prospective donor research; assist in donor affairs & database management
Help plan fundraising events and logistics for Artpace Chalk It Up
Assisting in the design and layout of the physical footprint of Chalk It Up
Recruiting and assigning duties to corporate and individual volunteers
Helping in the development and creation of materials for the event
Working with staff and partner organizations to develop and plan Chalk It Up activities
Support membership drive initiatives
Research downtown community partners and businesses
Assist in visitor relations duties

Desired Qualifications:

- Excellent attention to detail
- superb organizational skills
- Excellent writing skills
- Strong interpersonal skills

TO APPLY

To apply for The Bexar County Arts Internship Program position at Artpace please submit the following by **Friday, March 17, at 5pm.**

Application packets should include:

- Cover letter thoughtfully and clearly describing how your skills and experience meet the internship position and how having a paid internship will help support your professional goals.
- Current resume, including contact information for two (2) references
- Completed Artpace Bexar County Arts Internship Program Application
- Letter of recommendation

Applications should be submitted on handshake

OR

Emailed

PDF Format as one document

Titled (firstname.lastname.BCAIP.pdf)

To

education@artpace.org

All applicants will be contacted no later than Friday, April 7, 2022.

Artpace Bexar County Arts Internship Program Application

PERSONAL INFORMATION

Full Name:

Mailing Address:

City, State, Zip:

Primary Phone Number:

Email Address:

Are any of your family or friends Artpace employees, volunteers, or members? Yes No

If yes, please list:

Are you a currently enrolled undergraduate college student who is a Bexar County resident either attending a college or university in Bexar County or attending a college outside of the county?

Yes No

Which school or university are you attending?:

What degree(s) are you pursuing?:

AVAILABILITY

Are you available to work full-time (35 hrs/week) Monday-Friday, **9am-5pm** beginning **Monday, June 5** and ending **Friday, August 11**?

Yes No

Is this internship for school credit? Yes No

EITHER OR

For each item below, select your preference. Choose one option per line. There are no wrong answers.

- Work with visitors OR Work behind the scenes
- Do it myself OR Work as a team
- Figure out the details OR Assemble the big picture
- Dive right in; experiment with little instruction OR Look up the information; see what has been done before OR Ask for help; have someone walk you through the unfamiliar

SKILLS AND INTERESTS

Technology & Hands-On Skills

Please check off each technology you feel comfortable using with little to no assistance:

- | | | |
|--|---|--|
| <input type="checkbox"/> Word | <input type="checkbox"/> Mac | <input type="checkbox"/> Photoshop |
| <input type="checkbox"/> Excel | <input type="checkbox"/> iMovie | <input type="checkbox"/> Illustrator |
| <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Video camera | <input type="checkbox"/> Adobe Acrobat |
| <input type="checkbox"/> Outlook | <input type="checkbox"/> Digital camera | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Other (please specify): | | |

Skills

Please read all of the following descriptions carefully. Select rank them in order of 1 to 5, (1 being the most appealing).

- ___ I enjoy working on one project start to finish
- ___ I enjoy new challenges and tasks on a daily basis
- ___ I enjoy research and organizing information for others to use
- ___ I enjoy providing service to others and being a valuable resource
- ___ I enjoy interacting and connecting with many different kinds of people

Questions

Using only the space provided below answer the following questions. This is a chance for Artpace staff to learn more about you. Think about your answers and be honest.

Tell us one thing about yourself that has nothing to do with art.

Describe your most memorable art experience.

What three things do you associate with Artpace?

List two of your greatest skills and two areas you feel need improvement.

Scenarios

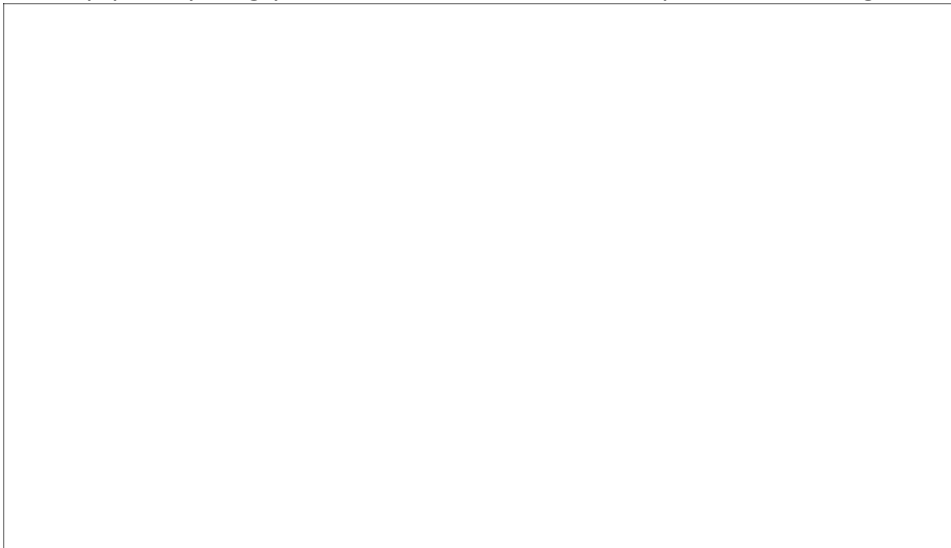
You're running late for your internship and accidentally lock your keys in your car. You are scheduled to help out during a special event. What do you do?

Your normal internship hours are from 9 AM to 5 PM. It is currently 1pm and you have completed all your duties for the day. Your supervisor is in a meeting. What do you do?

You have worked all day on a very long project. An hour before you are supposed to leave for the day you realize you have done the entire project incorrectly and it is not usable as it is. What do you do?

Fill this space below however you wish

Literally, put *anything* you want here. This section is required, but writing is not.

A large, empty rectangular box with a thin black border, intended for the user to write their response to the scenarios.

CHECK THAT YOU HAVE INCLUDED THE FOLLOWING BEFORE SUBMITTING:

- Cover letter thoughtfully and clearly describing how your skills and experience meet the internship position and how having a paid internship will help support your professional goals.
- Current resume, including contact information for two (2) references
- Completed Artpace Bexar County Arts Internship Program Application
- Letter of recommendation

PLEASE READ THIS BEFORE SIGNING BELOW:

- If you can receive credit through your university, it is your responsibility to obtain and complete any relevant materials.
- All interns accepted into the program will be subject to a background check.
- Artpace has a limited number of internships available, and spots fill quickly. If we are unable to match you with an internship, you will be notified by the internship coordinator once all selections have been made. To apply for future internships, you must resend all application materials by the appropriate due date.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. In the event I am chosen for an internship at Artpace, I will comply with all policies and practices established by Artpace.

.....
Signature of Applicant

.....
Date

DUE DATE

- **Friday, March 17, 2023 before 5pm**

Email completed application as a PDF titled (firstname.lastname.BCAIP.pdf)

to:

education@artpace.org

OR

Complete application and submit on [Handshake](#)