

## **Artpace Bexar County Arts Internship Program**

Artpace San Antonio is a nonprofit residency program which supports regional, 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. Since 1995, over 270 artists and curators have participated in Artpace's International Artist-in-Residence program that fosters the creative growth of regional, national, and international artists.

Artpace interns play a central role in supporting Artpace's programs. Artpace seeks self-motivated candidates that can work both independently and collaboratively in a professional setting. Interns apply their creativity, critical thinking skills, and enthusiasm to a wide range of projects under the mentorship of Artpace professionals. Moreover, Artpace internships teach professionalism and career preparedness.

The Bexar County Arts Intern will work under Artpace's Associate Director of Development to organize individual donors and corporate sponsorships for Chalk It Up, Artpace's largest annual free community festival with over 28,000 participants. This year will be the 16<sup>th</sup> Anniversary of Chalk It Up, and it is projected to be the largest one in Artpace's history. The event expands over several blocks of Downtown San Antonio, and invites participants to create their own chalk murals, compete in Team Works, participate in educational workshops, interact with local San Antonio artists, and enjoy live music and food. Chalk It Up was named Best Downtown Event at the 2017 Centropolitans awards.

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. Internships will be tailored according to the intern's goals and assignments will include:

- Assisting with identifying sponsorship opportunities for Chalk It Up
- Logistical planning for Artpace's annual arts festival Chalk It Up, including coordinating with volunteers, community partners, and vendors
- Working with the Communication team to develop promotional strategies for Chalk It Up, including content for social media and our website

**TO APPLY**

To apply for The Bexar County Arts Internship Program position at Artpace please submit the following by **Friday, March 29, 2019**.

**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 emailed (.pdf format only) to [intern@artpace.org](mailto:intern@artpace.org)**

All applicants will be contacted no later than April 10, 2019.

## **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 3 and ending Friday, August 9?

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.

**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 Internship Program Application
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**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 29, 2019**

Email completed application as a PDF to:

[intern@artpace.org](mailto:intern@artpace.org)