

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, which supports nine artists a year with time, space, and resources to expand their creative practice and create new work.

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, while teaching professionalism and career preparedness, Artpace strives to nurture a passion for careers in the arts as well as inspiration to incorporate creativity into any career they choose.

Artpace's Bexar County Intern will work directly with Artpace's Director of Development and Corporate Sponsorship and Events Manager to help plan Artpace's annual community festival Chalk It Up. Each year on the second Saturday of October, an average of 25,000 people and 80 school teams come Downtown to celebrate contemporary art during our Chalk It Up festival. The event spreads over several blocks on Main and Houston Street in Downtown San Antonio, and attendees create sidewalk chalk murals, compete in the Team Works competition, participate in art activities, engage with local artists, and enjoy live music and food. Artpace Chalk It Up also works to bring awareness and raise funds for Artpace's admission-free programs and exhibitions. An incredible amount of work goes into putting on the event each year, and it takes a full team working months in advance to plan the logistics. The Bexar County Intern will work in the development department and gain first-hand experience learning the ins and outs of major event planning.

The intern's tasks will include:

- 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, including signage, maps, and brochures
- Working with staff and partner organizations to develop and plan activities for Chalk It Up
- Working with the communications team to develop promotional strategies for Chalk It Up, such as 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, April 3, 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 emailed (.pdf format only) to

amireles@artpace.org

Ashley Mireles

Artpace Education Coordinator

All applicants will be contacted no later than Friday, April 10, 2020.

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 1 and ending Friday, August 7?

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 27, 2020 before 5pm**

Email completed application as a PDF to:

amireles@artpace.org

Ashley Mireles

Artpace Education Coordinator