PEACE CENTER ARTS MANAGEMENT INTERNSHIP

Peace Center Internships are part-time opportunities that are designed to include a variety of hands-on experiences in the Arts Management field. Internships are intended to allow for practical application of academic knowledge and the development of business skills necessary for a career in the arts.

The Arts Management Intern will support specific departments in project-based and general operating assignments for such areas as: **Box Office Management, Development, Education, Finance, Marketing** and **Special Events**. Intern department assignments depend on the qualifications and interest of the applicant as well as the specific needs of each department.

Upon acceptance into the program, Interns develop a personalized schedule with the Vice President of Education and Engagement. Interns must commit to a minimum of **20 hours per week** and **10 weeks of service**. At the conclusion of the internship, Interns will be evaluated by their department manager.

HOW TO APPLY

Internship applicants must submit the following to the Peace Center’s Vice President of Education and Engagement:

- Letter of interest expressing career goals and objectives
- Résumé
- Letter of Recommendation

Qualified students may be in undergraduate or Master's degree programs, preferably in the fields of Arts Management, Marketing, Economics, Business or Arts Education with an interest in pursuing a career in performing arts management.

Internship applicants should contact their school’s career center or internship placement office to complete any necessary application form in accordance with credit guidelines and procedures for their institution.

Application materials and any questions should be directed to Staci Koonce at skoonce@peacecenter.org or 864.679.9203.

APPLICATION DEADLINES

- For Fall and Spring semester inquiries, please contact Staci Koonce.
- Summer 2016 Program Dates: June 6 – August 12, 2016 (10 weeks)
  - Application Deadline: April 29, 2016
- Summer 2017 Program Dates: June 5 – August 11, 2017 (10 weeks)
  - Application Deadline: April 28, 2017

PROGRAM COMPONENTS

Upon acceptance into the program, Interns will be assigned to work within a specific department. Complementing service to individual departments, Interns have the opportunity to engage with executive staff in periodic round-table discussions relevant to the Arts Management industry. Throughout the internship, students will also meet regularly with the Vice President of Education and Engagement to discuss progress and individual career goals.

Interns committing to work a minimum of 20 hours per week will receive payment for their services at the current minimum wage rate of pay and may also have opportunities to attend performances at the Center.

Department managers will be responsible for completing the Intern Evaluation at the conclusion of the program, which includes an exit interview.