POSITION DESCRIPTION: Non Profit Management/Marketing/Event Planning Internship

ABOUT ARTISPHERE: Established in 2005, Artisphere has quickly grown into a signature event that draws both locals and tourists to Greenville, South Carolina’s downtown. Artisphere has been ranked a Top 10 Fine Arts and Fine Craft festival out of 600 nationwide by Greg Lawler’s Arts Fair Source Book. Artisphere is a 501(c)(3) non-profit art organization. Proceeds are used to produce the annual arts festival and are also distributed back to local non-profit arts organizations through Artisphere’s Volunteer Arts Partnership Program.

QUALIFICATIONS: Artisphere internships are available to college students and recent college graduates. Candidates must be able to think independently and perform without close supervision. Candidates must also have strong writing and communication skills.

RESPONSIBILITIES:
- Support the staff with event planning and execution
- Media Relations: Assist in drafting press releases, researching media outlets and deadlines, organizing press kits, contacting media and invited guests before press events and meetings, coordinating interviews, social media assistance and creative development
- Production: Assist with writing and proofreading, prepare fundraising materials, quality control on creative pieces, improve written work product, design/critique marketing materials, assist with special projects, visual artist management
- Manage Administrative Tasks: Assist with Board communication and attend Board meetings, organize mailings and clerical work, office errands, research other arts festivals’ policies and procedures
- Opportunity to become involved in other areas of festival planning depending on intern’s specific skills and interests

REQUIREMENTS:
- Work schedule is flexible (full or part-time) but reliability is essential
- Excellent organizational skills and the ability to multitask
- Ability to adapt quickly to changing priorities and to manage multiple projects independently
- Strong communication and writing skills
- Intern must be able to bring a laptop. Proficient computer skills (Microsoft Word, Excel, some design knowledge a plus)
- If intern is completing internship during spring, you must be available to work through the weekend of the festival.

COMPENSATION/CREDIT: Artisphere will work with students to structure the internship to qualify for academic credit. If class credit is not received, the intern will receive a small stipend upon successful completion of the internship.

For more information about Artisphere or to submit a resume contact Artisphere Communications and Administrative Coordinator, Megan Hall by email at megan@artisphere.org or by phone at 864-283-6825.