

OVAC Fall Internship Program

Application deadline: January 8, 2021

The Oklahoma Visual Arts Coalition (OVAC) is a non-profit organization that supports Oklahoma's visual arts and artists and their power to enrich communities. For 30 years OVAC has helped artists throughout the state realize their potential through education, exposure, and funding. OVAC promotes public interest in the arts and helps people of all ages understand the visual arts.



OKLAHOMA • VISUAL
ARTS • COALITION

OVAC seeks interns to contribute to the organization in the following capacities:

- Assist the OVAC team with projects concerning programming, development, and sponsorship
- Communicate with artists and members, assist with event planning, and implementation
- Daily office functions such as cataloging/archiving press materials, word processing, mailings, maintenance of files, and processing of artistic submissions
- Assist the Membership & Outreach Coordinator, and other OVAC staff as needed, in various levels of planning special events
- Responsibilities related to specific events will include research as well as on site set-up, art installation, location preparation, and staffing events
- Assist in various levels of the publication of Art Focus Oklahoma magazine, OVAC Resource Guide, event literature, and various other media
- Maintenance of the OVAC database, website, online calendar, and virtual gallery

In addition to hands-on experience, the internship includes structured curriculum that requires light reading and thoughtful responses in a workbook each week. This study will include focused work in the areas of arts administration, event coordination, writing and research, website and database management, fundraising and development, and marketing and public relations. Specific areas of interest should be expressed in cover letter at time of application. **All candidates and selected interns must adhere to OVAC's current COVID-19 office policy. Please visit OVAC's website [here](#) to view our current COVID-19 safety procedures.**

Experience:

Successful interns should have an interest and willingness to learn about the structure of a non-profit arts organization. They should have an interest in the visual arts with some knowledge of the local art scene and a desire to learn more about the arts community in Oklahoma. They should have strong interpersonal skills and creative problem-solving skills, as well as excellent writing and oral communication skills, including the ability to understand and translate information for intended audiences with clarity. It is helpful to have background experience

with Microsoft Word and Excel. Experience in database management software and Photoshop, as well as knowledge of handling art is valued, but not required.

Time Commitment: The schedule is flexible with a minimum of 12 hours worked per week – **at least 10 hours required in office** (remaining 2 hours can be remote). PLUS, some events on weekday evenings or weekends. Spring interns should expect to participate in OVAC's Momentum exhibition and plan to attend events associated with the program.

Benefits:

Offering college credit if agreed upon by your educational institution (if applicable) **OR** \$1200 stipend for the semester.

In return for their hard work and enthusiasm, OVAC will commit to ensuring the professional and educational benefit of each intern by:

- Including interns in meetings and providing them the opportunity to attend workshops of interest
- Hands-on publishing experience with some aspects of the magazine including story ideas, writing, editing, and distribution
- Practical hands-on experience in planning, fundraising, and programming
- Inclusion in the planning and creative process of various public relations and marketing programs
- Opportunity to have writing published in Art Focus Oklahoma magazine, with approval from the editor
- Offering opportunities to network with artists, art professionals, and community leaders
- Offering training in software programs and other systems which are essential to our operations
- Developing professional skills that will prove beneficial throughout one's career in the administrative, artistic, or non -profit sectors

To apply, please email a cover letter, resume, and semester class schedule (if applicable) to Hayley Olson at employment@ovac-ok.org.

Cover letter should include qualifications as well as what the applicant hopes to learn from the internship.