

## OVAC Fall 2021 Internship Program

Founded in 1988, the Oklahoma Visual Arts Coalition (OVAC) is a non-profit organization that grows and develops Oklahoma's visual arts community through education, promotion, connection, and funding.



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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 Programs & Events Manager, 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

The internship will include focused work in the areas of arts administration, event coordination, writing and research, website and database management, fundraising and development, marketing and public relations. In addition, a structured curriculum workbook requires light reading and thoughtful responses each week. Specific areas of interest may be expressed in cover letter at time of application.

### 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, 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; 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 or design software, 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. Fall interns should expect to participate in OVAC's 12x12 Art Fundraiser and plan to attend associated events. Fall internship term dates: September 7–November 19, 2021.

**Benefits:** This internship offers college credit if agreed upon by your educational institution OR a \$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 on 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 resume and cover letter to Audrey Kominski at [employment@ovac-ok.org](mailto:employment@ovac-ok.org) by August 1. Cover letter should include qualifications as well as what the applicant hopes to learn from the internship.**

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