JANUARY ADMINISTRATIVE INTERNSHIP

This internship will gain experience working in an innovative arts non-profit creating awareness and opportunities for people to make art a part of individual’s everyday life. This position will work directly with the Lanesboro Arts Program Director & Advancement Director on a broad range of communications & events activities in an active non-profit setting. The intern will gain hands-on experiences creating effective and impactful social media & website content, news releases, storytelling videos, and physical marketing materials. The intern will also assist in grant research / proposal writing, membership data-entry, create and maintain organizational systems, and general administrative work. Strong writing skills, or a desire to develop them, are a must. This position will assist in developing place-based programs (such as Art in the Park or the Artist Residency Program).

For this position, focus of study could be Art, English, Business, Mass Communication, Marketing, Public Relations etc.; however, any applicant with an interest in non-profit administration may apply. Skills and experience that would be beneficial for this position include: WordPress, Photoshop / graphic design, creative writing & copy writing, social media platforms, technical audio & video equipment, event organizing / production. Previous experience with a CRM database would be especially desirable. Preferred attributes include self-motivation, creative problem-solving disposition, ability to improvise, ability to multi-task, ability to accomplish detailed tasks, interest in using art to address community challenges, passionate about the role of art in culture in building resilient rural communities, desire to learn & develop new skills, and open to meeting new people & collaborating across sectors.

Schedule/Compensation/Housing

- Start date negotiable, but ideally the intern would begin on January 4, 2021 and end on January 24, 2021.
- Full time (35-40 hrs/week): hours will be mostly days, but interns will be expected to work some weekends and evenings as per pre-arranged schedule. Totaling 120 Hours over the full internship.
- Lanesboro Arts provides a $475 stipend for the January internship.
- Lanesboro Arts will provide housing in Lanesboro, MN during the 3-week internship.

To apply, send cover letter and resume (include GPA & contact information for 2 references) by November 22, 2020 to:
Kara Maloney, Advancement Director
Lanesboro Arts
PO Box 152
Lanesboro, MN  55949
OR send to: kara@lanesboroarts.org

For more information contact Kara Maloney at 507-467-2446 ext. 3 or kara@lanesboroarts.org

Lanesboro Arts is a nonprofit organization with 30+ years of working to fulfill its mission of serving as a regional catalyst for artistic excellence and educational development in providing diverse art experiences for people of all ages. In addition to the gallery, Lanesboro Arts programming includes performing arts at the St. Mane Theatre, educational events, public art initiatives, and programs off-site in the community and local schools.