



**LANESBORO ARTS**  
LANESBORO, MINNESOTA  
**SUMMER ADMINISTRATION INTERNSHIP**

This position will work directly with the Lanesboro Arts Program Director on a broad range of communications & events activities in an active & innovative non-profit setting. The Administration Intern gain hands-on experience 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 & executing place-based programs (such as Art in the Park or the Artist Residency Program). Lastly, this position will assist in coordinating the summer youth education programs.

For this position, focus of study could be Mass Communication, Marketing, Public Relations, Art, English, Business, Education, Theatre Production, 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, and video editing. Customer service or teaching experience would be especially useful. Desired attributes include: self-motivation, creative problem-solving disposition, ability to improvise, ability to multi-task, ability to accomplish technical and 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***

- 11 weeks. Includes 4 vacation days within this time.
- Start date negotiable, but ideally the intern would begin on Tuesday, May 14<sup>th</sup> or May 28<sup>th</sup>, 2024.
- Full time (40 hrs/week): hours will be mostly days, but interns will be expected to work some weekend and evening events as per flexible pre-arranged schedule.
- \$2,000 total stipend for the summer.
- Lanesboro Arts will provide housing in Lanesboro, MN during the 11-week internship.

**To apply**, fill out the internship application form, which includes attaching a cover letter, resume, and contact information for 2 references **by April 1st, 2024**.

For more information contact Lanesboro Arts at 507-467-2446 or [info@lanesboroarts.org](mailto:info@lanesboroarts.org)

*Lanesboro Arts is a nonprofit organization with over 40 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. Lanesboro, Minnesota was named one of 'America's Top Small Town Art Places in 2013' by ArtPlace America.*