

THE DES MOINES REGISTER Presents

Des Moines Arts Festival

Founded by DES MOINES ART CENTER

Des Moines Arts Festival Intern Opportunity

Job Title: Intern
Location: downtown Des Moines, IA
Stipend: yes
Dates of Position: May-July

Summary of Position – Looking for upbeat and happy interns who want to learn more about the festivals and events industry in a collaborative environment. Interns contribute to various areas of programming and operations for the best arts festival in the U.S.A. They also file, type and pad their portfolio with specific project-based assignments.

Supervisor: Stephen King

Organization: Des Moines Arts Festival, Inc.

Benefits:

- Excellent experience working with festival & event professionals
- Excellent working environment
- Involvement in a variety of projects
- Assignment of a singular program that allows for direct accountability
- Participation in one of the most respected festivals in the country
- Experience in planning, conducting and evaluating programs
- Letters of recommendation provided upon successful completion of the internship

Duties:

- Actively participates as a member of the team in carrying out all aspects of the production of the Des Moines Arts Festival
- Responsible for one of three special programs for the festival: Nurturing a Student's Vision K-12 Art Exhibition, Non-Profit Program, Emerging Iowa Artists
- Work directly with senior staff to assemble communication and collateral materials
- Assist with operations wherever necessary
- Perform duties as assigned

Qualifications:

- Fluency in Microsoft Office (Word, Excel, Publisher)
- Fluency in nDesign, Illustrator, etc. a PLUS
- Willingness to work a flexible schedule
- Expected to be available for work 24/7 June 21-28, no exceptions
- Well developed organization skills with a solid orientation to detail
- Good written and verbal skills

Contact: cover letter and resume by email only –
Stephen King
sking@downtowndesmoines.com