

### **Connecticut Office of the Arts Internship Program**

Recognizing the need to provide hands-on, practical work experience not typically available to students and emerging professionals in the traditional academic setting, the Connecticut Office of the Arts has established an unpaid internship program. This program may be used by qualified students to obtain academic credit from their institution, but is also open to professional-track applicants not currently enrolled in an academic institution.

#### **Reports to: Director of Culture and designated COA Staff member**

The internship is an excellent opportunity for the successful applicant(s) to gain mentorship from experienced professionals. The intern will be part of a progressive State that recognizes the important role the arts and culture play in building a rich, vibrant community.

Working closely with the Connecticut Office of The Arts Staff you will gain valuable, hands-on experience assisting with the communication, research, outreach, planning and marketing for the Connecticut Office of the Arts programs.

#### **Position Requirements:**

- Assist in the preparation of PowerPoints/keynote presentations and marketing materials.
- Interact with members of the arts community, staff and public officials
- Conduct research on arts & cultural activities in cities across the region.
- Assist with Arts Council & Arts Advisory Committee meetings and related projects.
- Utilize excellent computer skills – graphic design skills a plus.
- Assist in administrative and clerical support activities as needed.
- Assist with special event projects
- Assist within different areas of Office of The Arts Projects and programs; i.e Art in Public Spaces, Arts Education, Teaching Artist Registry, Special events, Community Outreach, Professional Development, Marketing and Promotions.

Additional internship enhancement experiences may be required, but not included in 8-15 hours of work per week.

#### **Application:**

We invite Arts administration, Fine Arts, Communications, Business and Political Science majors to apply. Those interested in applying may submit their resume and cover letter as



Department of Economic and  
Community Development

Office Of The Arts

well as a brief paragraph that outlines the goal of the internship and the type of experience being sought to: [adriane.jefferson@ct.gov](mailto:adriane.jefferson@ct.gov) Applicants who have not yet completed their Bachelor's degree program should additionally send an unofficial transcript, the title of your degree program, relevant course list, and anticipated date of graduation.

The Connecticut Office of the Arts of the Department of Economic and Community Development provides equal opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability or genetics.