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**Organization offering internship: Flagstaff Arts Council**

**Contact information** (Name/Address/Phone Number):

**Elizabeth Vogler, Deputy Director**
Flagstaff Arts Council
Coconino Center for the Arts
(928) 779-2300 x109

**When internship is to take place** (Fall, Spring, Summer, Ongoing): Spring 2017

**Type of Internship Offered**: Exhibitions Intern

**Compensation** (If the internship offers any kind of compensation, please list that here): Unpaid

**Total number of hours of work per week**: 10-15

**Total number of weeks** (Please note that during the Fall and Spring semesters, a semester lasts 16 weeks, and for the Summer, the semester lasts 12 weeks):

**Special skills required**:

* Provide support with exhibition installations for six exhibitions per year
* Provide support for exhibition management, including label creation, communications, database management and more
* Serve as liaison to artists for exhibition support
* Prepare presentations for juries and/or advisory meetings
* Help manage [flagstaff365.com](http://flagstaff365.com/%22%20%5Ct%20%22_blank) & other online events calendars
* Provide support and volunteer management for receptions and special events
* Other duties as instructed

**Skills Essential to All Positions:**

* Excellent written and verbal communication skills
* Ability to thrive in a team-based, collaborative environment
* Ability to work independently as needed
* Computer proficiency, with specific proficiency in Microsoft Office
* Excellent customer service skills
* Strong work ethic
* Flexible schedule
* Passionate belief in the importance of arts, culture, science and community

**Please provide any additional information for interested students:**

Flagstaff Arts Council is a busy arts organization that hosts and organizes over 75 events per year, serving a public population of over 50,000 visitors. Interns are volunteers who earn university credit, and are expected to work 10- 15 hours per week for at least two semesters. The Exhibitions Assistant reports to the Exec Director.

To apply: submit current resume with 2 references, and cover letter describing your interest in the position and how your experience applies to the position online at [http://flagartscouncil.org/2015/04/internship-opportunity/](http://flagartscouncil.org/2015/04/internship-opportunity/%22%20%5Ct%20%22_blank) . No phone calls please.