

Internship Posting

Organization name	Los Alamos Arts Council
Mentor/Contact name	Patrick Neher, Executive Director
Address	PO Box 284, Fuller Lodge, Kiva Room
Phone number	505-663-0477
E-mail address	laarts@rt66.com
Organization website	Losalamosartscouncil.org
Describe your organization	We support all arts activity in Los Alamos. We provide more than 15 different presentations, fairs, and programs annually for the community's enjoyment, entertainment, education, inspiration, and enlightenment.
Internship title	Assistant Manager of Arts Program Marketing
Specific days/hours (if applicable)	Mondays – Wednesdays (generally) :10:00 – 12:00
What will the student learn from the internship?	How to write press releases, how to market events via social media, print media, web, on foot, networking, how to communicate with artists and negotiate agreements
What does your business need that a student intern can impact?	We need a person with social media marketing savvy. One who has enthusiasm for supporting the creative endeavors of others, as well as being creative “on his/her feet.” The Intern can positively impact LAAC by connecting us better to our audiences, and raising awareness of our offerings, thereby increasing membership and support.
What project(s) will the intern work on?	Promotion of LAAC events and programs: specifically, the Brown Bag concert series, the Oct. 13 Evening of Arts and Culture, the Oct. Pumpkin Glow, the Nov. Arts and Crafts Fair, the Dec. Fuller Lodge Winterfest
What skills are required for this internship?	Computer word processing and graphics (both Mac and Windows) comfortable. FaceBook skills, and other social media platforms. Enthusiastic communication skills.
What final deliverables will the student produce?	Marketing campaigns that can be compiled into a portfolio of Arts Management Skills. Increase in membership to LAAC. Increase in audience to LAAC programs. Increase awareness in the community of LAAC
How would you describe the primary purpose of this project? (Select one)	Arts Program Marketing
If “Other”, please specify	Click here to enter text.
Any additional information you would like to share?	Candidate does not have to be an artist but necessarily must possess a desire to understand and support artistic creativity and activity. He/She must be supportive of the Arts and must be an advocate for Arts education and participation.