

Title: **Event Promotion and Management Internship at Arts Missoula**

Internship Type: Unpaid/Credit/Experience
Options: No credit, just for the experience.
30 hours = 1 Credit 45 hours = 2 credits 60 hours = 3 credits

Start: Fall Semester 2018

Arts Missoula: Connecting Art, Culture and Community through Education, Advocacy and Celebration.

Arts Missoula, in the downtown area, is looking for a highly-motivated intern to join their team and learn the ropes of pre-event planning, managing, production and post-event assessment. The ideal candidate is a junior or senior student in marketing, entertainment management, communication, journalism, media art, art, drama or music.

The many benefits to the intern are exciting and support resume/career building. They include working with people who care deeply about producing quality programming, learning the ins and outs of project and event management, public relations, and event logistics. Selected interns will be mentored by an Arts Missoula team member and have the opportunity to participate in staff and committee meetings, as well as social networking events, where they can meet a variety of our supporters in the community, allowing them to form relationships they can build on in the future.

In return the intern should bring essential skills to this position:

- excellent communication
- high motivation and outstanding organizational talent
- attention to detail
- ability to work independently on projects
- participate within a multi-disciplinary team as well as acting autonomously as appropriate
- passion for event planning and execution

And last, but not least, the intern hired for this position will need strong critical thinking skills in order to integrate into our vibrant and passionate team, who are very excited to share their work with an intern hoping to gain a ton of professional experience, connecting art, culture and community through education, advocacy and celebration.

Intern responsibilities include:

- **Shadow** multiple office positions and training in a variety of areas/tasks
- **Assist** in idea planning and brainstorming meetings
- **Take** notes and memos during meetings
- **Schedule** and coordinate speaking engagements, appearances and other special events.
- **Work** on implementation of new programs
- **Develop** innovative traditional and e-media promotional materials
- **Collect** quantitative and qualitative data
- **Help** with documentation and analysis of events/exhibit/shows, based on data collected
- **Run** general office-related errands
- **Type** documents, drafts, and reports
- **Support** the Arts Missoula team in daily administrative tasks

LOCATION: The student intern position is based out of the Arts Missoula office, 327 East Broadway, Missoula, MT 59802. However, some work can be completed from a remote location and numerous tasks will require traveling off-site to other locations in the city to assist with and/or facilitate events or perform community outreach activities.