

Henderson Area Arts Alliance

www.haaa.org

Intern-Duties, Responsibilities & Expectations

The following is a list of descriptive job tasks and areas of work a student intern will be involved with while interning with the Arts Alliance. This is not an exhaustive or complete list but intended to give prospective students an idea of the types of day-to-day tasks they would be doing.

Fundraising & Development

Assisting Executive Director with campaign details

Contacting donors

Updating donor files

Producing and organizing mailers

Creating campaigns

Programming

Researching artists

Creating spreadsheets

Reviewing contracts

Contacting booking agents

Show Production

Advancing Shows

Corresponding with tour manager

Hospitality for Shows

Week of Show details

Ticketing

Marketing & Promotion

Developing collateral-programs, brochures, flyers

Speaking engagements

Attending community/civic groups

Website updates

Newsletter development

Administrative

Attending meetings

Phone correspondence

Filing

Preparing spreadsheets

Report creation

Accounting

2 INTERNSHIP EXPECTATIONS

This is an incredible opportunity for a motivated, self starting individual interested in performing arts center management, booking artists, event planning, general marketing and promotion of the arts, fundraising and the inner workings of an arts management career.

The selected student intern would be expected after determining a mutually agreed upon schedule to be consistently on time, prepared and bring an open mind each day he/she reported in Henderson for work. The typical workday would usually be reporting to the Arts Alliance office downtown. Show dates will be at:

Preston Arts Center
2660 S. Green Street
Henderson, KY 42420

Our office is located at:
Citi Center Building Suit 112
230 Second Street
Henderson, KY 42420

However, many days due to special projects, engagements, etc. the work day could be any of a number of different locations in the Tri-State area.

The prospective student intern would have working experience/knowledge of Microsoft Word and Microsoft Excel. The student must be capable of multi-tasking jobs, be very organized, be sociable, and a creative problem solver.

Interested individuals should send their resume, qualifications and why they would like to be invited to intern with the Henderson Area Arts Alliance to:

Alex Caudill
Executive Director
Henderson Area Arts Alliance
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