



Peggy R.  
**McConnell  
Arts Center**  
of Worthington

777 Evening Street  
Worthington, OH 43085  
(614) 431-0329  
McConnellArts.org

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**McConnell Arts Center Worthington Arts Festival Intern Job Description**

Updated 11.28.2023

The McConnell Arts Center is a multi-discipline arts center with the mission of *building pathways to experience the joy and wonder of the arts*. Throughout the year, we exhibit local artists, host performances in dance, music, and theatre, offer classes to youth and adults, and host a variety of special events, including the Worthington Arts Festival.

We are seeking a highly motivated, organized, proactive, and energetic individual to assist the Special Events and Development Manager with the following responsibilities related to the Worthington Arts Festival:

- Reviewing art festival applicant information
- Vendor and artist correspondence
- Proofreading, preparing, and distributing of informational documents for artists, vendors, sponsors, and volunteers
- Site planning and organization
- Website editing and updating
- Volunteer recruitment and coordination
- On-site festival support for the weeks of June 3-9 and 10-16, 2024.

**Qualifications**

- Basic knowledge of and interest in the arts and arts administration or event planning
- Computer and Microsoft Office proficiency
- Strong attention to detail
- Strong communication and writing skills
- Energy and ability to work as part of a team

**Schedule**

4-8 hours per week beginning in mid-March 2024 and continuing through the festival in mid-June, 2024. This internship is remote from March to mid-May, with a requirement to be on site for hours in the second half of May and the month of June, and on site for the full duration of the festival on Friday-Sunday, June 14-16, 2024. Availability from June 1-16 is a requirement of the position. Weekly hours June 1-16 will be increased to 15-20 hours per week on site.

To apply, please send a current resume, cover letter, and one reference contact to [lhowald@mcconnellarts.org](mailto:lhowald@mcconnellarts.org) by January 10, 2024.

Lizzie Howald  
Special Events and Development Manager  
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614-431-0329