



777 Evening Street
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McConnellArts.org

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McConnell Arts Center Worthington Arts Festival Intern Job Description

Updated 10.25.2024

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 Visual Arts and Education 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 2-6 and 10-15, 2025.

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 2025 and continuing through the festival in mid-June, 2025. 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 13-15, 2025. Availability from June 1-15 is a requirement of the position. Weekly hours June 1-15 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 lilisanti@mcconnellarts.org by January 15, 2025.

While there is a small stipend for this internship (\$500), the McConnell Arts Center encourages and can assist in student application for the Career Acceleration Fund through the OSU College of Arts and Sciences. This internship would fall within the summer funding cycle.

<https://ascareersuccess.osu.edu/undergraduate-students/other-resources/career-accelerator-fund>

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