



ARTS COUNCIL™  
OKLAHOMA CITY

## Photography & Archival Intern

Arts Council Oklahoma City is a nonprofit 501 (C)(3) organization that is dedicated to *bringing the arts and the community together* through free or low-cost large-scale downtown Oklahoma City cultural events and a variety of arts outreach activities that impact under-served populations. We are proud to expose our community to the full spectrum of art in its many forms.

We are currently looking for a talented and dedicated photography intern to join our team and help document and promote our many events and programs for the Fall 2018 semester!

### Your responsibilities:

- Under the direction of the Communications Director: take, edit, and catalog photos of ACOKC events and programming
  - Including but not limited to: Art Moves performances & demonstrations, in-school art programs, senior citizen art programs, and Sunday Twilight Concert Series
- Prepare images for promotional use, web and print
- Assist with PR archives by scanning and organizing photos and press clippings
- Maintain professional conduct when representing ACOKC at events and programs

### Your skills:

- Substantial knowledge of photography techniques, practices, and equipment
- Must own camera or be able to effectively use in-house camera
- Effectively use Adobe Photoshop and other editing programs
- Effectively communicate project status verbally and in writing
- Basic knowledge and use of various social media platforms

### Qualifications:

- Must have valid driver's license and dependable transportation
- Must have a flexible schedule and be able to visit sites during work hours (9am-5pm)
- Must present a photography portfolio for review
- Video experience is a plus, but not required

To perform this job successfully, the qualified intern must demonstrate an attention to detail and be able to follow general or specific instructions for photo shoots. They will work with the Communications Director and, on occasion, other staff members to produce compelling and high quality images to be published online and in print.

This internship provides experience in event and editorial photography and also exposes the individual to many different arts/nonprofit organizations, contacts, and activities! All internships are unpaid but can be used for college credit.

**To apply, submit transcript and/or resume and work examples to Holly Hodge,  
hhodge@artscouncilokc.com**