



ARTS COUNCIL™
OKLAHOMA CITY

PR 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 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 public relations intern to join our team and help promote our many events and programs.

Your responsibilities:

- Under the direction of the Communications Director: take, edit, and catalog photos and help plan ACOKC events and programming including but not limited to:
 - Festival of the Arts
 - Art Moves performances & demonstrations
 - In-school art programs
 - senior citizen art programs
 - Sunday Twilight Concert Series
- Prepare images for promotional use, web and print
- Write copy for social media, press releases and media kits
- Assist with PR archives by scanning and organizing press clippings
- Maintain professional conduct when representing ACOKC at events and programs
- Other duties as assigned

Your skills:

- Knowledge of digital photography techniques, practices, equipment and editing software such as Photoshop
- Effective verbal and written communication skills
- Basic knowledge and use of various social media platforms
- Basic knowledge and use of Microsoft Office programs
- Must own camera or be able to effectively use in-house camera

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 portfolio for review including photography and written work; 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 and copy to be published online and in print.

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

To apply, submit transcript and/or resume and work examples to Michelle Van Swearingen, mvanswearingen@artscouncilokc.com.