



ARTS COUNCIL  
OKLAHOMA CITY™

## Event Planning Internship

Arts Council Oklahoma City, a private non-profit corporation, is currently recruiting for intern positions in the assistance and implementation of projects and programs for the fall 2019 semester. This is a non-paid program. Academic approval for course credit for internship is negotiable.

### **Event Planning Internship**

The qualified intern provides administrative support and clerical services to the Event staff. The Event Planning Intern will assist with the planning and implementation of Opening Night and the Festival of the Arts Jury. There are many opportunities for the intern to assist with meeting planning, committee organization, volunteer coordination and other various tasks involved in major event planning. Ample opportunity for meeting many of Oklahoma City's business and cultural leaders is also available with this internship. The intern will also assist with preparing for the Visual Artist Jury in preparation for Festival of the Arts 2020.

### **General Information**

Since Arts Council Interns will assist with volunteer and meeting organization, mass mailings, and updating and maintaining database records, good organizational skills and attention to detail are crucial. Self-motivation and the capability of organizing the workload within an established system and time frame are extremely important. Experience in dealing with the public, good communication skills, and interpersonal "people management" skills are preferred. Business hours at the Arts Council are 9A.M. to 5P.M. The hours required for the internship are 8-10 hours per week, but hours are flexible depending on the intern's schedule. To learn more about Arts Council Oklahoma City, please visit our website: [www.artscouncilokc.com](http://www.artscouncilokc.com)

To apply, submit resume and a cover letter to [lvaughan@artscouncilokc.com](mailto:lvaughan@artscouncilokc.com) or to:

Lindsay Vaughan  
Internship Program  
Arts Council Oklahoma City  
400 West California  
Oklahoma City, OK 73102

Questions? Contact Lindsay Vaughan at (405) 270-4897 or email [lvaughan@artscouncilokc.com](mailto:lvaughan@artscouncilokc.com)

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