



OVAC Internship, Spring 2012

Application deadline: December 21, 2011, 5pm

Start date: mid-January, 2012

The Oklahoma Visual Arts Coalition (OVAC) is a non-profit organization that supports Oklahoma's visual arts and artists and their power to enrich communities.

OVAC seeks interns to contribute to the organization in the following capacities:

- Assisting the OVAC team with projects concerning programming, development and sponsorship.
- Communicating with artists and members, assisting with event planning and implementation.
- Daily office functions such as cataloging/archiving press materials, word processing, mailings, maintenance of files, processing of artistic submissions.
- Assisting the Event Coordinator and Event Volunteers in various levels of planning special events. Responsibilities related to specific events will include research as well as on site set-up, art installation, location preparation, and staffing events.
- Assist in various levels of the publication of Art Focus Oklahoma magazine, OVAC Resource Guide, event literature, and various other media.
- Maintenance of the OVAC database and virtual gallery.

* Depending on the chosen applicants' area of interest, the internship can include more focused work in the areas of arts administration, event coordination, writing and research, or Art Focus magazine. Specific areas of interest may be expressed in cover letter at time of application, or determined after start of internship.

Experience:

Successful interns should have an interest and willingness to learn about the structure of a non-profit arts organization. They should have an interest in the visual arts, some knowledge of the local art scene and a desire to learn more about the arts community in Oklahoma. It is helpful to have background experience with Microsoft Word and Excel. Experience in Microsoft Access, Dreamweaver and Photoshop, as well as knowledge of handling art is valued, but not required.

Time Commitment:

Minimum of 6 hours per week.

Benefits:

In return for their hard work and enthusiasm, OVAC will commit to ensuring the professional and educational benefit of each intern by:

- Including interns on meetings and providing them the opportunity to attend workshops of interest.
- Hands-on publishing experience with all aspects of the magazine including story ideas, writing, editing, design, printing, and distribution.
- Opportunity to have writing published on the OVAC blog or in Art Focus Oklahoma magazine, with approval from the editor.
- Offering opportunities to network with artists, art professionals, and community leaders.
- Offering training in software programs and other systems which are essential to our operations.
- Developing professional skills that will prove beneficial throughout one's career in the Administrative, Artistic, or Non-Profit sectors.
- Offering college credit if agreed upon by your Educational Institution

To apply, please email a cover letter and resume to office@ovac-ok.org.