OVAC Fall Internship Program
Application deadline: August 7, 2022

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. For over 30 years OVAC has helped artists realize their potential through education, promotion, connection, and funding. OVAC promotes public interest in the arts and helps people of all ages understand the visual arts.

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

- Assist the OVAC team with projects concerning programming, development, sponsorship, and communications
- Communicate with artists and members, assist with event planning and implementation
- Daily office functions such as cataloging/archiving press materials, word processing, mailings, maintenance of files, and processing of artist submissions
- Assist the Membership & Marketing Coordinator, and Programs and Exhibition Manager, and other OVAC staff as needed, in various levels of planning, communicating, and executing 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 communication, design and / or marketing efforts
- Maintenance of the OVAC database, website, online calendar, and virtual gallery

This study will include focused work in the areas of arts administration, event coordination, writing and research, website and database management, fundraising and development, marketing and public relations. Specific areas of interest should be expressed in cover letter at time of application.

Experience:
Successful interns are interest and willingness to learn about the structure of a non-profit arts organization. They should have an interest in the visual arts with some knowledge of the statewide art scene and a desire to learn more about the arts community in Oklahoma. They should have strong interpersonal skills and creative problem-solving skills, as well as excellent writing and oral communication skills, including the ability to understand and translate information for intended audiences with clarity. It is helpful to have background
experience with Social Media management, Microsoft Word and Excel, Outlook, Canva, as well as knowledge of Adobe Illustrator, InDesign, and handling art is valued, but not required.

**Time Commitment:** The schedule is flexible with a minimum of 12 hours worked per week – at least 8 hours required in office (remaining 4 hours can be remote). PLUS, some events on weekday evenings or weekends. Fall interns should expect to participate in the traveling exhibition 24 Works on Paper, as well as, OVAC’s 12 x 12 Fundraiser and plan to attend events associated with the fundraiser. (Any travel will be in-state).

**Benefits:**
Offering college credit if agreed upon by your educational institution (if applicable) OR $1200 stipend for the semester, for 120 hours per person, per semester.

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

- Including interns in meetings and providing them the opportunity to attend art events
- Hands-on publishing experience with visual communication including writing Press Releases, generate design and creative content, and scheduling posts.
- Practical hands-on experience in planning, fundraising, and programming
- Inclusion in the planning and creative process of various public relations and marketing programs
- 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

To apply, please email a cover letter, resume, and semester class schedule (if applicable) at employment@ovac-ok.org. Please include in the subject “Intern Application”

**Cover letter should include qualifications as well as what the applicant hopes to learn from the internship.**