



## Arts Management Internship

WaterFire Sharon is a series of innovative, multi-sensory performance events scheduled for late-summer/early-fall each year on the Shenango River and within downtown Sharon. A start-up 501(c)(3) arts organization, the mission of WaterFire Sharon is to aid in the revitalization of the region, foster community engagement, highlight a diverse range of artists and creatively transform the city of Sharon for all to enjoy. Created by Barnaby Evans in the mid-1990's, WaterFire Providence completely transformed the city, community and people by delivering a public art form that came to symbolize the city's effort to make the arts a major player in downtown revitalization. WaterFire Sharon is a replication of Barnaby Evans's work tailored uniquely to the Shenango River with 50 brazier locations and a collaborative blend of programming with national and local artists.

### Work Schedule:

Part-time 15-20 hour/week flexible schedule between the hours of 9:00 a.m. and 6:00 p.m. Monday through Friday. Occasional evening and weekend work may be required in addition to regular schedule.

### Job Summary:

The WaterFire Arts Management internship provides a unique learning opportunity for individuals interested in careers in arts management and related fields. This position offers invaluable hands-on training and experience through participation in event projects and assignments that allow for the practical application of academic knowledge and the development of business skills. Interns will work with directors in such areas as public relations, marketing, advertising, financial management, fundraising, development, special events and administrative work, experiencing the day-to-day operations producing a multi-media performing arts event series. Internships are available in the Spring, Summer and Fall.

### Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Assist in strategic planning for upcoming event series while operating within budget
- Basic website and Facebook updates (no HTML knowledge necessary)
- Assist in the planning and organizing of fundraisers and VIP events
- Contact, schedule and coordinate related arts events, exhibits and vendors
- Administer artist and vendor contracts and riders
- Basic clerical and reception functions
- Correspondence (including composition of thank you letters) with donors, artists, other agencies, organizations and groups
- Maintenance of donor level database and cultivation notes
- Create event checklist and calendar
- Obtain price quotes and bids
- Assist in the development of advertising campaigns and promotional and advertising materials
- Prospective donor and grantor research
- Development of individual giving solicitation mailings
- Confirm meetings in advance and prepare required materials

**Education Requirements:**

Working towards a Bachelors Degree or Masters Degree in Business, Nonprofit Management, Arts Administration or Management, Finance, Public Relations or Communications.

**Desired Qualifications:**

- Work well with public and staff - have a commitment to diversity and proven ability to work effectively with persons of diverse backgrounds and abilities
- Be able to effectively manage multiple complex functions and achieve goals and objectives
- Be able to work independently, under pressure and handle multiple projects simultaneously
- Have strong verbal and written communication skills
- Familiarity with Word, Excel, and Publisher and Outlook Programs
- Basic experience working with Facebook and web sites (no HTML knowledge necessary); i.e. inputting data for websites/web maintenance
- Ability to work independently and complete assigned tasks within identified timeframes
- Positive attitude, flexibility and problem solving mentality

**To apply for this position send cover letter and resume to:**

WaterFire Sharon  
Arts Management Intern  
Dayna Shaw Sear  
7 West State Street, Suite 301  
Sharon, Pennsylvania 16146

Or email pdf documents to  
[dayna@comm-foundation.org](mailto:dayna@comm-foundation.org)  
please put WaterFire Sharon Arts Management Intern in subject line