



Nonprofit Operations Internship Position Description

The Arts Council of the Brazos Valley is a 501(c)(3) nonprofit organization with a 50+ year history of making the arts accessible to visitors and residents of the Brazos Valley. It seeks an intern to assist in all aspects of nonprofit operations, including event and program execution, gallery show promotion, membership, development, and operations. Students interested in careers with and the operations of nonprofits, arts agencies, or small businesses should apply.

The Nonprofit Operations Intern will play a key role in assisting with various administrative tasks at the Arts Council. This internship offers valuable exposure to the inner workings of a small non-profit organization, including program and volunteer management, fundraising and grant writing, community engagement, data entry and reporting, program development and evaluation, and marketing efforts. The intern will have the chance to join administrators in meetings and events, gaining insights into coordinated community engagement and effectively utilizing local resources.

INTERN DUTIES AND RESPONSIBILITIES:

- Increase community awareness of the Arts Council
 - Maintain thorough knowledge of the Arts Council's mission and objectives
 - Build relationships with community members and organizations to increase participation and awareness
- Assist with planning and promoting gallery exhibitions and programs
 - Includes sponsorships and donor relations
 - Write up programming descriptions
 - Assist with gift processing and data entry related to fundraising
 - Assist in creating fundraising plans and program logistics
- Assist with data entry related to memberships, volunteers, and donors
- Help write up city quarterly reports by analyzing and gathering programs and event data
- Help develop and execute strategic planning and development
- Assist with programs such as children's art camps, professional workshops, and gallery shows
- Perform miscellaneous office duties, including greeting customers, emailing, answering phones, document handling, sales, planning, assisting with event set-up/take-down, and opening/closing + arming/disarming the facility.

This is an **all-hands-on-deck** organization, and you will have opportunities to expand your knowledge in many fields.

KNOWLEDGE AND SKILLS REQUIRED:

- Effective project management skills: ability to multi-task, work independently, and be resourceful
- Excellent written and communication skills
- Computer proficiency: strong working knowledge of Google Suite products
- Knowledge of social media, audience engagement, and audience development
- Highly motivated, personable, and energetic
- Punctual, reliable, and organized
- Ability to work as part of a team

PREFERRED SKILLS:

Strong working knowledge of professional email etiquette
Canva or other basic graphic design capabilities

SUPERVISION:

Reports directly to the Arts Council Executive Director and the Operations Manager

HOURS OF WORK:

- The internship runs from late April/early May to mid-August
- 15-20 hours per week required; specific hours will be coordinated with the supervisor - set schedules are doable
- The Arts Council offices are open Monday – Friday, 9am-5pm. The gallery is open Tuesday – Friday, 10am-5pm, and Saturday, 1pm-4pm.
- Occasional evenings (special events) and Saturday work is required.

COMPENSATION:

- This internship is paid \$1,500 total
- This internship may fulfill certain course or internship requirements

PHYSICAL EFFORT:

The position involves minimal physical exertion except when assisting with special events and curating exhibits. On specific occasions, walking, lifting, and time outside in all weather conditions may be required.

APPLY:

Please submit your resume and cover letter to megan@acbv.org with *Summer 2024 Nonprofit Operations Internship* in the subject line.