

Arts and Cultural Event Coordinator Intern

Organizational Summary:

Located on 60-acres of rolling wooded hills in Eagan, Minnesota, Caponi Art Park and Learning Center is a distinctive community space offering free cultural and educational experiences in an inviting, natural setting. The Art Park is unique in the way it blends the beauty of nature with art to create a symphony out of all the physical elements and creative activities that take place in the park.

Internship Summary:

This internship is ideal for an individual interested in the arts and event management. Intern will have the opportunity to assist in presenting many memorable cultural events in a one-of-a-kind art park, including the Summer Performance Series performances in the Theater in the Woods and Family Fun Tuesdays programs in the Sculpture Garden. Working alongside the Program and Volunteer Coordinator, intern will assist with the challenging task of coordinating each event over a 60-acre outdoor space, including managing volunteers, artist relations, equipment set-up and tear-down, assisting patrons, etc.

Responsibilities:

- Assist in coordination of [Family Fun Tuesdays](#), a weekly summer children's series for families featuring a variety of art forms.
- Assist in coordination of the [Summer Performance Series](#), a family-friendly program showcasing a wide range of music, theater and dance performances presented in the park's unique Theater in the Woods amphitheater.
- Assist in coordination of the [Shakespeare Festival](#), a weekend-long event featuring Shakespeare plays presented by local theater companies.
- Assist in other park programs: Open House, [Teen Poetry Slam](#), [Medieval Fair](#), etc.

Experience and Qualifications:

- College degree (or significant completion of coursework or other relevant experience) related to event management, nonprofit management or the arts.
- Must love to be outdoors.
- Must have great problem solving skills, handle unexpected situations with ease, and be able to decisively make educated decisions.
- Must be outgoing with a friendly attitude.
- Intern will be required to drive a golf cart; must have a valid driver's license & display safe driving skills.
- Dependability and timeliness is a must!

Details:

Start date: May 2010

Duration: 4-5 months

Hours: 3 – 9hrs/week (90 total)

Type: Unpaid Internship

Intern must be available: Tuesdays June – August, 8:30 – 11:30am / Weekend events (7 total; primarily Sundays) June – August, 2:30 – 8:30pm / Other park programs occurring in May, September and October

**If you are only available during the summer months, please still apply and give details of your availability.

How to apply:

To apply, please submit a cover letter, resume, and 1 professional reference to:
Caponi Art Park and Learning Center, Attn: Internships, 1205 Diffley Rd, Eagan, MN 55123
Or by email: info@caponiartpark.org

Deadline: Applications accepted through May 1, 2010