



Event Production Intern

Organizational Summary:

Located in a stunning urban oasis in Eagan, Minnesota, Caponi Art Park is a distinctive nonprofit community space. Our mission is to restore and nurture the human spirit through art, nature, and community. We do this by offering a variety of arts performances and public events, as well as educational tours and workshops, using the beauty and serenity of the natural world as the backdrop to it all.

Internship Summary:

This is a 3–5 month internship spanning May through August, depending on seasonal availability. The Events Intern will work in tandem with the Program and Volunteer Coordinator to develop, implement, and assess all events and performances to take place in 2023. We will be working to bring awareness to the park through our programs while providing high-quality arts experiences and creative community engagement, including a pilot artist residency. This position is ideal for an individual aspiring to work in public programs, event management, the arts sector, nonprofits, or similar fields.

Responsibilities:

- Assist with the coordination and execution of various arts performances and events
- Perform administrative duties including artist contracting, volunteer recruitment, and other tasks as needed
- Assist with artist and volunteer communications via email, phone, and in-person visits; Manage artists and volunteers during events
- Assist with the content development and planning of fall events
- Assist marketing team with copy and editing for website and print materials
- Perform physical event prep and basic park maintenance as needed including cleaning, sorting, organizing, lifting up to 50 lbs, and more
- Be onsite for all events to assist with set up, facilitation, and clean up

Experience and Qualifications:

Required

- A demonstrated history of successful work or volunteer experience combined with a passion for the arts, nature, and community
- Strict adherence to commitments made, being on time, being honest, and being communicative; a marked integrity in all aspects of worklife
- Ability to relate to and interact positively with people of all ages and backgrounds
- Ability to maintain physical and verbal composure in stressful situations while interacting with visitors, artists, volunteers, and other staff
- Strong awareness of your surroundings in service of creating a welcoming, enjoyable, and safe environment for visitors
- Reliable transportation or the ability to be physically present at the park on a regular basis; a valid driver's license is required to operate golf carts

Preferred

- Bachelor's degree (in progress or completed) in an artistic field, nonprofit management, or any area relatable through a strong rhetorical statement
- Personal engagement with an artistic practice of any kind
- Animal friendly (must be animal tolerant at a minimum)
- Basic experience with yard work, common tools, and crafty endeavors

Details:

Start date: TBD upon offer; early to mid-May preferred

Duration: May through August* with potential for extension into the fall

Hours: 10 hours per week; up to 15 hrs with weekend events

Type: Paid Internship, \$14.00 per hour

*We understand that most applicants are students and may have school commitments. We can allow flexibility on start and end dates.

How to apply:

Email the following materials to patrick@caponiartpark.org:

- A personal statement of no more than 350 words responding to the following prompts:
 - Introduce yourself!
 - Why do you think this internship is a good fit for you?
 - How do you interact with nature and/or incorporate art-making into your own life?
- A one-page resume
- Contact information for one character reference (could be a teacher, employer, pastor, mentor, etc.; no family or friends) to include the following information: Contact name, relationship to you, phone number, email address

Timeline:

- Applications will be accepted until March 31
- Interviews and offers will take place in April

Visit caponiartpark.org to learn more before applying.