



Arts and Cultural Event Intern

Organizational Summary:

Located on a stunning urban oasis in Eagan, Minnesota, Caponi Art Park (CAP) is a distinctive nonprofit community space. CAP offers cultural and educational experiences in an inviting, natural setting. Our mission is to restore and nurture the human spirit through art, nature and community.

Internship Summary:

This 3 month internship is ideal for an individual interested in arts and event management. Interns will have the opportunity to assist in presenting arts and cultural events in a one-of-a-kind art park, including the Summer Performance Series, Music+Beer, and others. Working alongside the Program & Volunteer Director, interns will assist with the task of coordinating events over a 60-acre outdoor space, including managing volunteers, working with artists, equipment setup/teardown, assisting patrons, and much more. Interns will also help in the creation and implementation of a special fundraising event.

Responsibilities:

- Assist in coordination of a wide range of music, theater, dance, and cultural performances presented in the park's unique Theater in the Woods amphitheater and other areas of the park.
- Assist in planning, setup and execution of park events
- Manage volunteers and coordinate with performing artists
- Assist in the planning and implementation of a fundraising event at Caponi Art Park

Experience and Qualifications:

- College degree (or significant completion of coursework or other relevant experience) related to event management, nonprofit management or the arts, preferred
- Must love to be outdoors
- Must have great problem solving skills, handle unexpected situations with ease, and be able to make educated decisions
- Must be outgoing with a friendly attitude
- Must have a valid driver's license
- Dependability and timeliness is a must.

Details:

Start date: June 2019

Hours: Schedule based on park events (weekends) and time assisting with administration tasks relating to park events (weekdays): 10-15 hrs/week, approximately 150 hrs over the duration of the internship.

Two Arts and Cultural Event Interns will be hired for the 2019 season

Type: Stipend, \$300 completion bonus for contract completion

How to apply: Email cover letter, resume, and 1 professional reference to Steven J Read: steven@caponiartpark.org, call 651-454-9412 with questions
Please check out caponiartpark.org to learn more about the park before applying