

OKLAHOMA ART IN PUBLIC PLACES



INTERNSHIP OPPORTUNITY

Apply Year-round/No Pay Just Knowledge

Oklahoma Art in Public Places Program is seeking an intern who is interested in learning about the dynamic public art process, helping to improve Oklahoma's visual landscape and expanding their knowledge, insights and skills. The working relationship between an intern and OAIPP should be mutually beneficial with long-lasting positive effects.

Goals for the OAIPP intern:

- Develop and foster useful skills
- Build self-confidence
- Gain an understanding of arts administration
- Participate in rare networking opportunities
- Enhance résumés

Successful candidate must possess:

- Sound computing and word processing skills
Working with Microsoft Word, Excel, Data Entry and Photoshop
- Excellent organizational skills, capable of coordinating several projects at one time
- Excellent time management skills and the ability to work as part of a team
- Ability to communicate with and manage a wide variety of professionals and volunteers
- Good communication skills
- Versatility and ability to work well under pressure
- A high degree of energy and enthusiasm

Duties can include:

- Assisting with the coordination of day-to-day administration and project support
- Coordinating meetings with artists, committees and Oversight Committee
- Organizing artists' information, files and images
- Drafting correspondence, documenting meeting minutes, notices, and Request for Qualifications
- Documenting the public art process and specific projects
- Assisting in creating educational and marketing materials

The hours for an intern can be flexible with a minimum of 6 hours a week

Eligibility:

Graduate student or an upper-level undergraduate student studying art history, arts administration, studio art, art education, or a related field.

If you are participating in this internship for college credit, please consult your academic advisor as specific times, dates, and requirements that may apply.

Interested in applying:

Please send a résumé, a cover letter detailing what you will bring to the role and the experience that you hope to gain from the Internship and the names and contact information for three references.

Please send all materials to:

**Oklahoma Art in Public Places
c/o Oklahoma History Center
Kolbe Roper
800 Nazih Zuhdi Drive
Oklahoma City, OK 73105-7917**

