

ART AWARDS COORDINATOR

***Job Description:**

The AICUO Intern is in charge of planning the reception, coordinating the competition, obtaining grants and sponsorship awards for the program, and communicating with the executives of AICUO. The intern will be paid at an hourly rate and is required to be present in the AICUO office a minimum of ten hours per week. The internship provides significant experience in administration, social networking, budget, grant writing, and event planning. It also creates opportunities to make connections in the arts community.

Candidates must be able to work independently and dedicate 16 hours per week to the internship. The intern will be paid \$9 per hour or a student may apply with their college for the internship to count towards college credit (if applicable). The internship office is located downtown and parking for the intern will be reimbursed. Some travel outside of the office will be required. The Art Award Intern will report directly to AICUO's Director of Public Relations.

***Qualifications:**

Intern will:

- Plan and execute all art-award-related activities such as the spring award ceremony and reception and the student artists educational panel
- Manage edits to and functionality of the AICUO Award Web site (www.AICUOArtAward.com)
- Secure funding for the AICUO Award for Excellence in the Visual Arts using various current and potential sponsors
- Research and complete grant applications to support the competition
- Identify and secure the two panels of judges for the AICUO Award
- Create surveys for judges to assess the effectiveness of the art award program
- Other tasks as deemed necessary

***How to Apply:**

Interested students may send their resumes to:

AICUO
c/o Art Award Internship
41 S. High Street, Suite 1690
Columbus, OH 43215

or to Stacey Dorr at sdorr@aicuo.edu