



## Arts Management Internship Position Description

Spring 2021

**Description of Work:** Enough Pie interns gain a greater understanding of arts non-profit work through direct engagement with the community of Charleston's Upper Peninsula. The purpose of this internship is for the individual to assist in development of Enough Pie projects and events to contribute to the organization's mission and expand the individual's scope of interest. The intern will support the Administrative Operations Manager in planning, organizing, and implementing EP projects and programs. Credit is available for undergraduate and graduate level students. EP interns may also receive letters of recommendation upon successful completion of the program.

**Department(s):** Operations, Administration, Project Management

**Project(s):**

- Butterfly Book Nook (located at 1020 King St.)
- Creative Crosswalks (located along Upper King St.)
- Artistic Bus Stops (located at 1600 Meeting St. and in front of Bethany Cemetery)
- Vivian Moultrie Park (located at 1201 King St.)
- COVID-19 Response Food Distributions (located throughout Upper Peninsula)

**Job Duties:**

- Ensure the successful functioning of all EP projects and programs through managing inventory of existing materials, including EP merchandise, tools, and office supplies, for the purposes of project planning, implementation, and dissolution
- Facilitate the back end organization and maintenance of EP digital platforms, Dropbox, DonorSnap, and Asana
- Create monthly metric reports to support grant writing purposes, Annual Report data generation, and volunteer engagement

**Academic Majors Desired, with a minimum of 2 years of undergraduate education:**

Arts Management, Urban Studies, Public Administration, Nonprofit Management, Organizational Development, Historic Preservation & Community Planning, Business Administration

**Knowledge, Skills, and Abilities / Competencies:**

- Experience with creative placemaking and art activism, in Charleston or beyond
- Willing to engage with community members and elevate EP's presence in the Upper Peninsula community
- Exercise cultural competencies when working with community members from diverse backgrounds
- Experience with speaking Spanish or using American Sign Language to support language justice (preferred but not required)
- Comfort climbing ladders, working with small tools, and the ability to lift 25+ lb.
- Incoming knowledge of and experience with Google Suites

**To Apply:** Applicants can submit interest via [Google Form](#) and include: their position of interest, resume, and 2-3 references (1 personal, and 1-2 professional).