



The Frederick Arts Council encourages and invests in a vibrant and cohesive arts community for the people of Frederick County and its visitors. The Frederick Arts Council believes that the arts—inclusive of music, visual arts, media arts, theater, dance, and literary arts—should be accessible to all. A community-based partnership organization, the Frederick Arts Council works to promote quality arts programming, arts organizations and artists.

The intern will gain experience working to support the daily activities necessary to manage a small non-profit such as:

Development:

- Identify potential funding leads
- Assist with grant writing to prepare proposals in response to RFPs.
- Assist in preparing reports for funders
- Maintain electronic archives of development correspondence and activities
- Assist with development of events at the FAC Art Center

Communications:

- Assist with development of e-newsletter, other e-announcements and press releases
- Update website and social media content

Programs:

- Work with staff to produce necessary documents for successful program implementation
- Analyze program and survey reports to complete statistics
- Process member dues invoicing
- Assist with hands-on tasks such as posting flyers, installing art exhibits, and coordinating events both virtually and in-person among other tasks

General Administrative Duties:

- Reception at venues such as welcome desk at art center
- Update electronic records and files
- Assist with meeting and special event set up

Essential Qualifications:

- Excellent interpersonal organizations and administrative skills
- Attention to detail
- Ability to multitask
- Experience with Microsoft Office Suite

Preferred Qualifications:

- Prior internship experience in a non-profit setting
- Interest in the arts and humanities
- Working knowledge of word press and social media

The Frederick Arts Council is an Equal Opportunity Employer.

To Apply: Please submit a resume, cover letter and brief writing sample to

info@frederickartscouncil.org

Indicate "Fall Internship Application" in the subject line of your email

Status: Paid Internship

Hours: 10-20 hr/week