



## Public Programs Intern

The Tippecanoe Arts Federation is the umbrella organization and nonprofit arts council for fourteen Indiana Counties: Tippecanoe, Benton, Carroll, Cass, Clinton, Fountain, Howard, Jasper, Newton, Montgomery, Pulaski, Tipton, Warren, and White.

TAF provides educational opportunities in the visual, performing, and literary arts, outreach programs for both underserved communities and at-risk youth, and funding for capital and operational expenses to fellow arts organizations region-wide. Established in 1976, the Tippecanoe Arts Federation serves as a model for arts advocacy by promoting the role of arts. TAF also serves as the Region 4 Arts Partner of the Indiana Arts Commission. Through this partnership, TAF provides grants, information and referral services, and technical assistance to individuals and organizations.

**Position:** Public Programs Intern

**Description:** The Tippecanoe Arts Federation seeks an aspiring educator or nonprofit professional who is organized, a fast learner, and has an appreciation for the arts. Working with a small team, this opportunity will provide exciting hands-on experience and the chance to gain new skills in the field of program development. This internship also offers the incumbent exposure to network with leaders in the north central Indiana arts community.

**Responsibilities:**

- Assist with the coordination and evaluation of TAF's public programs including workshops, receptions, and children's art classes.
- Assist with maintaining records and documentation for program supply inventories, program enrollment, etc.
- Collaborate with marketing staff to plan outreach or public relations initiatives and develop promotional materials for TAF's public programs.
- Research and develop resources to expand the excellence of TAF programs.

**Qualifications:**

- Self-motivated, detail-oriented, ability to prioritize and meet deadlines
- Effective written and oral communication skills
- Ability to communicate in a professional manner with community contacts
- Firm grasp of available tools and platforms in the social media space
- Must possess a working knowledge of Microsoft Office Suite

  

- Working toward a college degree, preferably in a related field (e.g., Art Education, Visual Arts, English, Communications, or Public Relations)

**Start Date:** Position open until filled, 3 – 6 month commitment preferred.

**Hours:** 8 – 12 hours/week

**Compensation:** This is an Unpaid/Volunteer internship. Academic credit is highly encouraged and available upon school approval.