



CREATIVE ARTS CENTER OF DALLAS

2360 Laughlin Drive
Dallas, TX 75228
Creativeartscenter.org

INTERNSHIP ANNOUNCEMENT **Studio Management Internship** **Duration September 2011 – May 2012**

Creative Arts Center of Dallas (CAC), an art education nonprofit 501(c)(3) organization dedicated to promote the visual arts to students of all skill levels seeks a Studio Management Intern beginning this Spring 2012.

Job Description: Primary duty is to serve as the assistant to the Studio Manager in maintenance and operation of all of departments and facilities including inventory, records, facility standardization, optimization, clerical, records, logistics and event management.

- Undertake the creation of several local, regional and statewide grants as well as correspond with the Financial Director and Executive Director for the preparation of internal reports, compliance reports, and implementation of grant awards and grant billings.
- Compile financial and inventory reports of all materials sold and ordered by the Center.
- Maintain and develop partnerships with regional art and nonprofit organizations in the support of programming, events, special exhibitions.
- Interact with persons of all ages in a positive, professional, and informative manner.
- Be able to communicate successfully with professional artists, students, vendors, volunteers and regional nonprofit agency representatives.
- Must be a self starter able to thrive both collaboratively and independently.

Other duties may entail:

- Be able to represent CAC at local art and nonprofit networking events.
- Other administrative duties entail correspondences, database creation and management.
- Must be willing and/or interested in taking complimentary classes and workshops at the Center to better understand the studios, instructors and student needs..

Requirements: Applicants must be a junior, senior, or graduate level student currently seeking a degree in studio arts, art history, art education or social sciences. Experience and/or previous interest in the arts is not required. Applicants should be highly proficient in Microsoft Office (Word, PowerPoint, and Excel) with a resume reflecting professional experience. Experience with Adobe Suite is a plus.

Benefits: You will emerge from this internship with eight months of professional experience, solid contacts within the industry, quality professional experience, mentorship, development, and distinguishing letters of recommendation and academic course credit.

Remuneration: This is an eight month part-time volunteer internship coinciding with the academic school year. The part-time work schedule can be tailored to the needs of the intern; a commitment between 6 to 10 hours each week is expected. The intern will be based in CAC's Central office located in East Dallas at 2360 Laughlin Drive, Dallas, TX 75228.

Deadline: Applications should be submitted no later than midnight, September 15, 2011.

Please send a cover letter and resume to **Sandra Mitchell**,

Studio Manager via email

smitchell@creativeartscenter.org.

CAC promotes a culture of inclusion and seeks talented staff from a variety of backgrounds. CAC does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, veteran status or any other legally protected factor.

Creating art and building community for 45 years.