

PLEASE POST



Internship Opportunity

The Dutchess County Arts Council, an award-winning arts service organization located in Poughkeepsie, seeks a Communications Intern.

Primary Function:

The Communications Intern will work closely with the President and the Business Manager to maintain high-quality electronic and print communications. Intern position will also support projects in arts advocacy, public awareness, and arts community education.

Duties and Responsibilities:

Communications Intern will assist staff with the following tasks: website and calendar maintenance; production of weekly email newsletter; production of media releases; production of seasonal printed newsletter; production of weekly newspaper column; and maintenance of press files. In addition, Communications Intern will help with the design and production of printed materials for events and advertising opportunities. Research and other administrative tasks as needed.

Qualifications:

High School Diploma required. Ideal candidate must be reliable; must have the focus to meet deadlines; and must have the maturity to work unsupervised. Good writing and communications skills and a working knowledge of the web and graphic design programs are required. Enthusiasm for the arts, cultural development, arts advocacy and marketing are preferred. Individuals who want to develop skills in nonprofit arts management, grant making, and fundraising are encouraged to apply.

This is an unpaid, temporary, part-time position, 5 – 10 hours per week. Some work may be able to be done from home.

Please send cover letter including work experience to the attention of Personnel Committee, Dutchess County Arts Council, 9 Vassar Street, Garden Level Suite, Poughkeepsie, NY, 12601. Fax: 845-454-3222 or info@artsmidhudson.org (Please include Communications Intern in subject line)

May 31, 2006

