



Job Description: Exhibit Intern

Free Arts for Abused Children of Arizona's internship program provides emerging leaders with the opportunity to help create a world of hope and healing for Arizona youth. Involved in both the arts community and the health and human service sector, interns will expand their knowledge and develop experience by collaborating with our program department and over 29 partner facilities. Through various department duties, committee teamwork, and special projects, interns will have fun and accomplish their learning objectives in a creative and energetic environment.

Experience/Skills: Candidates must be 19 years of age or older. Organizational and interpersonal skills, writing ability, and computer skills are desired. High customer-service skills and the ability to work with diverse groups of adults and children are important. Arts experience is a plus.

Reports To: Director of Programs

Time Frame: Internships are available for spring, summer, and fall semesters.

Hours: Varies around traveling exhibitions.

Stipend: No stipends are currently available; internship may be applicable towards course credit.

About Free Arts

Free Arts for Abused Children of Arizona is a nonprofit organization that heals homeless and abused children through artistic expression. Volunteer Mentors utilize visual, performing and culinary arts to help spark the creative spirit of children living in group homes, residential treatment centers and shelters across Maricopa County. Since 1993, Free Arts has touched the lives of more than 60,000 young people, helping them build self-esteem, improve social skills, renew trust and learn to express emotions in a positive way through the healing effects of the creative arts.

The Exhibit Intern will gain an understanding of:

1. Traveling Exhibits process:
 - a. Assisting with site visits to view space needs with borrower
 - b. Updating and maintaining the traveling exhibit calendar
 - c. Assisting in preparing artwork for exhibition to borrower
 - d. Assisting in the installation and take down of artwork to borrower
 - e. Administrative duties, including but not limited to interest and consent forms, and loan agreements
2. Interact with Free Arts of Arizona staff to develop an understanding of the workings of a nonprofit arts organization. Other responsibilities may be tailored to the experience and interest of individual interns.

Application procedure:

Submit a *one page* letter of interest, a current resume and one professional/academic reference letter.

Applications are accepted on a rolling basis and materials can be emailed to: Janice Dell, Volunteer Coordinator at jdell@freeartsaz.org. All Development and Operations interns must pass a background check and Program interns must submit an application for an Arizona Department of Public Safety Fingerprint Clearance Card. The cost for a background check is \$12.32 and the Fingerprint Clearance Card is \$65.00. (*Cost subject to change.*)

Healing homeless and abused children through artistic expression.

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