

# Festival Programs Internship

Spring/Summer 2023

Application Deadline: November 4, 2022

2023 DMAF Dates: June 23-25



Join the Des Moines Arts Festival® staff in the carefully detailed preparation and execution of one of the most celebrated Festivals in Iowa. This will be a fun-packed position that builds a diverse set of new skills and experiences. The internship is part time starting early/mid February and begins full time following the conclusion of spring semester, through the three-day Festival, and ending the last week in July. The focus of this position will take on an administrative role for the Community Outreach Program, Food Vendors, and Entertainment with the guidance of the Festival staff. In addition to the distinguished experience and networking opportunities, interns will receive a monthly stipend.

Internship duties include but are not limited to: Festival program management and execution, research, data management, artist/entertainment communication, sponsor and donor relations, volunteer relations and manual labor. All interns are involved in the day-to-day operations of the organization. We work together as a team, helping each other successfully execute the details of the event production. Extensive hours are required during the month of June leading up to the Festival (nights and weekends are needed) and during the week of the Festival. All interns are expected to contribute to the overall success of the Festival including load-in and load-out and any heavy lifting required. Intern impact is visible at the Festival which comes with a true sense of accomplishment at the completion of the internship.

Seeking students in the process of obtaining a degree in event management, marketing, communications/public relations or a related field.

Qualifications and skills necessary (with the willingness to learn):

- Responsible
- Detailed oriented and organized
- Motivated self-starter and independent worker
- Adaptable/flexible
- Efficient, hard-working
- Team player and coachable
- Upbeat with a positive attitude
- Enjoys manual labor and hands-on activities
- Can handle working outdoors in ANY weather element and be on their feet for several hours
- Solid working knowledge of computer programs such as Microsoft Word, Excel, Power Point
- Comfortable working with new forms of technology and platforms
- Confident in communication via email and phone
- Experience in customer service

Resume and coverletter should be submitted online at: [desmoinesartsfestival.org/intern](http://desmoinesartsfestival.org/intern)