

Festival Programs Internship

Spring/Summer, 2024

Applications due: November 17, 2023

2024 DMAF Dates: June 28-30

Positions Available: One



Join the Des Moines Arts Festival® staff in the carefully detailed preparation and execution of the award winning Festival. This is 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 from Festival staff. In addition to the distinguished experience and networking opportunities, interns receive a monthly stipend.

Job duties will include but are not limited to: festival program management and execution, research, data management, communication with vendors and entertainment, 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 Festival production. Extensive hours are required during the week of the event, and likely during the month of June leading up to the event (nights & weekends where needed). All interns are expected to contribute to the overall success of the Festival including load-in and load-out of the Festival and any 'heavy lifting' required to be successful. At the conclusion of the internship, each intern is encouraged to compile a collection of finished materials to add to their portfolio, providing a tangible asset for their resume.

Qualifications & skills necessary:

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

Resume and cover letter should be uploaded online at <https://www.desmoinesartsfestival.org/internships>