



||| WINTER-SPRING 2023 CALIBRASKA ARTS INITIATIVE INTERNSHIP OPPORTUNITY |||

|| DEADLINE IS JANUARY 8TH ||

The Calibraska Arts Initiative is an initiative of Arts with Others. Arts with Others is the coalescence of the Calibraska Arts Initiative's Nebraska summer residency program and a new expansion of robust online education, community and database of resources in the creative industries. We are focused on reaching rural and/or disadvantaged communities where access to technology, cultural institutions, professional mentorship and resources to the creative industries is limited.

MISSION OF ARTS WITH OTHERS

Arts with Others highlights our shared humanity by creating equitable access to the creative industries through inclusive education and community building.

MISSION OF THE CALIBRASKA ARTS INITIATIVE

Calibraska Arts Initiative uses the arts to build community, culture, and educational exchanges between Nebraskans and primarily California/Los Angeles-based professionals and students in the creative industries.

ABOUT THE INTERNSHIP

We are looking for 1 strong candidate to assist our director with both administrative and creative duties in the off-season. Benefits of the position include networking with industry professionals, receiving direct mentorship and working relations with our director including visual design, video production, and entrepreneurship.

Further information on the Calibraska Arts Initiative can be found on our website: <https://www.calibraska.org/about>

BASIC QUALIFICATIONS:

18 years or older

Have access to the internet

Have access to zoom

Please note: We give priority to college level students pursuing a degree in the creative arts and or individuals pursuing a career in the creative industry.

TIME AND PAY:

Hours/Month: 20-25 hours a month depending on scheduling

Dates: February through the spring semester*

Total Pay: \$14/hr or Course Credit if applicable

**Winter-Spring Interns are welcome to also apply for our summer internship*

DUTIES:

Meetings:

> Meet weekly with the director for approximately 1 hour via zoom

Assisting Founding Director in the following areas:

> Administration duties including:

- Scheduling
- Assisting with meetings (when applicable)
- Assisting with communications
- Google Calendar Entry
- Google Document organization
- Google Sheet Entry
- Creating and designing visual data in google sheets/documents for reports

>Assisting in Social Media and Marketing Campaigning including:

- Generating Post Copy
- Graphic Generation (based on intern skill set)
- Social Media Scheduling
- Research in Market Audience
- Research on Media Outlets
- Helpful but not required: Website assistance using the Wix platform
- Helpful but not required: Creation of gif animation to be used on social media and other outreach efforts
- Creating Outreach graphics/flyers
- Email Newsletter development

>Assisting in Class Culmination Activities/Media

- Organizing Program/Class Media
- Editing Culmination Videos (based on intern skill set)
- Helpful but not required: Motion Graphic generation for branding treatments on videos and other medias

SKILLS NEEDED :

- Experience using Google Drive, Documents, and Sheets
- Experience using the Zoom platform
- Basic to advanced Image editing software experience using Adobe Photoshop, Illustrator or comparable software
- Basic to advanced Video editing software experience using Adobe Premiere or comparable software
- Excellent communication skills
- Excellent time management skills including the self discipline for working independently and without direct supervision
- Must be mature and professional and reflect the high standards of the Calibraska Arts Initiative

REQUIREMENT FOR DURATION OF EMPLOYMENT :

- Applicants must have access to a reliable internet connection
- Applicants must have access to a reliable computer or mobile device capable of fulfilling these duties

To apply, please fill out our application form and upload your resume plus a work sample by the deadline:
MIDNIGHT JANUARY 8TH 2023

<https://bit.ly/2023-Winter-Spring-InternApp>

Interviews of applicants will be coordinated as applications are received. Final decisions will be made by mid-January
Please email us at info@calibraska.org for more information or questions. *Hope we see you applying!*