

## **Steelville Arts Council Intern Program Application Form**

The Steelville Arts Council nourishes the arts community through education, performance and exhibition. This 501c(3) non-profit organization offers the best in all art disciplines: visual arts, music, folk art and crafts, dance, theatre and poetry.

An internship with the Steelville Arts Council would be tailored to your interest. You will be assisting artists and STARCO volunteers on a variety of projects. The internships may provide unique exposure to an artist's studio. There will be significant interaction with artists and STARCO volunteers with a lot of interesting things to do. No matter what you intern in, you will be in a vibrant atmosphere, surrounded by people passionate about the arts. This is a great opportunity to get hands on work experience!

**Responsibilities:** Responsibilities will depend on your interest and the Steelville Arts Council's needs, they may include:

Event Planning	Assisting in grant writing
Working with youth	Marketing and Public Relations
Social Media	Graphic Design
Retail Sales	Exhibitions

**Requirements:** As a prospective intern, you should have an interest in the arts and in becoming more experienced with the atmosphere and work of a non-profit organization. Candidates could have an interest in art business or marketing, be a person who is interested in the curatorial side of art or someone who wants to be an artist.

-Candidates must be intelligent, self-motivated, organized, and well-spoken and have a sense of humor.

-The ideal candidate should be highly organized, hardworking, responsible, flexible, honest, friendly, good with people, resourceful and open to learning.

-A 6 to 12 week commitment, at least 20 hours per week of availability, and reliable transportation is also required.

-All qualified applicants will receive consideration without regard to race, color, sex, religion, national origin, but must be 18 or above at time of internship. Housing and studios are smoke, pet and drug free environments.

**Accommodations:** Free housing will be provided as needed, however, interns must provide their personal living expenses including healthcare, meals, telephone charges, travel and personal expenses.

**Location:** Steelville, Missouri is located approximately 80 miles southwest of the city of St. Louis, 8 miles south of Interstate 44 on Highway 19.

**To Apply:** Complete the attached application form and mail to Steelville Arts Council, PO Box 1458, Steelville, MO 65565 or go on line at [steelvilleartscouncil.org](http://steelvilleartscouncil.org), go to: For Artists: Intern page for an online application form. Email applications to Phil Lebo at [phil\\_65565@yahoo.com](mailto:phil_65565@yahoo.com)

# Steelville Arts Council Intern Program Application Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Date of Birth \_\_\_\_\_

College or University \_\_\_\_\_

Advisor or Career Counselor \_\_\_\_\_

Year in School \_\_\_\_\_ Hours Completed \_\_\_\_\_ Major \_\_\_\_\_

## Terms and Conditions of Internship

The Steelville Arts Council takes great care in the handling of documentation submitted but cannot be held responsible for loss or damage of submitted materials.

The Steelville Arts Council is not responsible or liable for the maintenance, upkeep, safeguard, care or custody of any creative output including the works of art in any form produced by interns for their use.

The Steelville Arts Council cannot be held responsible or liable for the belongings or personal effects or personal injury during the intern's residency.

I agree to participate in the Steelville Arts Council's work exchange program.

The Steelville Arts Council reserves the absolute unfettered and unconditional right, power and authority to require any intern to depart with 24 hours of receipt of written notice.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_