

Chapman Cultural Center Internship Job Description

Founded in 1968 with a current budget of \$2.5 million, Chapman Cultural Center serves as the leading local arts agency for Spartanburg County and City of Spartanburg. It is the oldest and largest countywide arts agency in the state of South Carolina, conducting the 19th largest United Arts Fund Campaign in the United States raising over \$1.2 million annually.

The mission of the Chapman Cultural Center, Inc., is to provide cultural leadership for Greater Spartanburg by developing, strengthening, and promoting the scope, excellence, and educational role of the arts, humanities, and sciences, and to further their significance in the life of our community and all of its citizens.

VISION 2020: Spartanburg is nationally recognized as a unique and vibrant cultural community that inspires creativity and collaboration.

Title: Intern for Chapman Cultural Center

Reports to: President and assigned staff

Location: Works primarily within Chapman Cultural Center 200 E. St. John Street, though tasks may occur through partner organizations or in outreach sites in Spartanburg County. (no vehicle required)

Employment Status: Volunteer Seasonal, Part-time with flexible hours. Intern must establish a work schedule with supervisor to work during business hours 9 am – 5:30 pm. unless internship is gallery or event based.

Summary of position: An intern with Chapman Cultural Center completes a variety of duties that detail the work of a non-profit arts organization to fulfill our mission and vision and to receive hands on training to assist the student in achieved academic success.

Position Responsibilities dependent upon Project/Program assigned:

- Establish with supervisor student goals of internship
- Effectually performing administrative tasks such as completing professional phone calls, drafting business letters, and greeting guests
- Assist in the coordination of upcoming events and programs
- Complete tasks for the coordination of events and programs
- Market upcoming events and programs through social media such as Facebook, Twitter, and YouTube
- Possess working knowledge of hours, events, and activities at the Chapman Cultural Center as well as that of the partner organizations
- Relate professionally and effectively to office staff and staff of Partner Organizations at the Chapman Cultural Center

Qualifications:

- A passion for the arts, science and humanities.
- Undergraduate student, graduate student, or recent college graduate.
- Interest in nonprofit and/or arts administration and cultural policy.
- Excellent verbal and written communication skills.
- Strong organizational skills and the ability to work independently as well as in a team environment.
- Ability to establish priorities and juggle numerous assignments at one time.
- Knowledge of Microsoft Outlook and Microsoft Office Suite.
- Characteristics necessary to function successfully in a professional office setting, including responsibility, organizational skills, and communicational skills
- Business casual attire with no shorts permitted.