

Internship Opportunity for Teens Gap year and College Students

For all of 2021 and beyond

Pay: \$11.50-\$12.50 per hour



The Joseph Center for Arts and Culture, located in Joseph, seeks an enthusiastic, creative and organized intern to assist staff and programs at the Joseph Center - must be high school, gap year, or college students.

The position is part-time: 5-15 hours per week; work hours are Fridays, Saturdays and some afternoon weekdays.

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Candidates must have excellent organizational and basic computer skills, and should be comfortable interacting with the public, especially youth. Candidates should have some work experience.

Duties include, but are not limited to:

- Greet visitors, process payments and class registrations
- General cleaning of gallery, art shop, bathrooms, kitchen, etc.
- Set up, assist, and cleanup for multiple classes/classrooms
- Distribute marketing materials in Wallowa County
- Photograph students in classes, workshops, and special events as assigned
- Conduct inventory of art supplies on a monthly basis
- Assist with checking in artwork, hanging work for exhibits and communicating with artists and art buyers
- Occasional assistance with evening or weekend special events
- Cultivate and maintain relationships with key staff, and leadership from JCAC community organizations, schools, non-profits, and other institutions
- Assist in the coordination of JCAC facilities, events, and production staff on logistical and production elements of all youth related program

- Build a portfolio with assistance from art instructors
- Learn about non-profit, gallery and arts education management

Send letter with resume to Megan Wolfe, < coordinator@josephy.org > by Feb. 15 by 5 p.m.

Photo by Talia Jean Photography