

## Short North Alliance Internship

Develop valuable workplace skills and experience in one of the most exciting and dynamic urban communities: the Short North Arts District! This intern supports public relations, marketing, event planning, project management, and logistics.



## About the Organization

The Short North Alliance is a 501(c)3 non-profit organization that serves both the property owners and business owners of the Short North Arts District. Our mission is to nurture the Short North Arts District as a vibrant and balanced residential, cultural and business community and as a regional and national destination through: advocacy; public realm improvements; arts and cultural community engagement, creative marketing and programming; and fundraising. The Short North Alliance internship offers insight into business administration, public relations, marketing, and event planning, as well as the world of not-for-profits.

## Intern Roles and Responsibilities

Intern assists with marketing and outreach, including managing content on the official Short North Arts District website, Shortnorth.org, and with event planning including general event production, project management, vendor coordination, and event logistics organization. Intern also assists in coordinating events such as Gallery Hop and other initiatives. Additional tasks include office and administrative duties such as strategic data collection, supporting phone communications, inventorying and organizing, and deliveries to and direct communication with 300+ Short North businesses.

## Minimum Qualifications

Candidates must possess strong project management skills, written and verbal communication skills, excellent organizational skills, standard computer skills including proficiency in Microsoft Office and G Suite, strong maturity and dependability, and ability to follow detailed instructions. Candidates must be able to multitask in a fast-paced event environment. Desired degree programs include: Hospitality Management, Business Administration, Arts Administration, Communications, Marketing, and Public Relations.

Applicants must demonstrate their ability to meet these minimum requirements in order to be considered as candidates:

- Availability for a minimum of 15 hours per week
- Availability for Gallery Hop, first Saturday of every month, from 3:30pm – 10:00pm
- Must have a laptop to bring to work
- Must have reliable transportation
- Must have completed at least four semesters of a Bachelor's program
- Available to start internship May 6, 2019 or shortly after

## Compensation

Interns receive a \$100 monthly stipend at the conclusion of each month worked in the internship and are provided with on-street parking access for use on internship days.

## Application Instructions

Interested applicants should send a resume and cover letter to [info@shortnorth.org](mailto:info@shortnorth.org) with the subject: Short North Alliance Internship – Your Name. No calls will be accepted.