



DELAWARE VALLEY ARTS ALLIANCE

DESCRIPTION: ARTS ADMINISTRATION INTERNSHIP

Delaware Valley Arts Alliance (DVAA) is seeking creative energetic individuals for internship opportunities in Arts Administration.

DVAA's internship program offers participants dynamic hands-on learning opportunities and the chance to play a vital part in advancing the organization's mission - to lead collaborations that support the arts, encourage and support cultural programs, and provide services to the area arts community.

DVAA's interns receive insight into the workings of a nonprofit arts organization. By actively participating in a creative environment, interns gain skills, knowledge, and confidence directly applicable to their arts-centered career goals.

ABOUT DVAA

Founded in 1976 and located in Narrowsburg, NY, DVAA's mandate is to lead collaborations that advance the arts; to encourage and support cultural programs relevant to all citizens; and to provide services to individual artists, arts organizations, and the area's arts community.

DVAA presents programs in the visual, performing, literary, and media arts and service a county- and valley-wide constituency of artists, arts groups and the general public. Our offerings include year-round exhibitions, musical and theatrical performances, literary events, and film screenings. We produce the annual street festival Riverfest in July and the Big Eddy Film Festival in September.

As Arts Council for Sullivan County, DVAA administers two annual grant opportunity programs and provides arts services across the county including information networking, grant-writing assistance, collaborative project incubation, fellowships, fiscal sponsorships, access to presenting space, technical training, and promotional support.

AREAS OF FOCUS

Interns are supervised by DVAA's executive director and trained under guidance of DVAA's staff, in the DVAA's designated program areas of Visual Arts, Performing Arts, Community Arts, and Arts Resources. Each participant's personal interests and goals are taken into consideration in tailor the scope of their internship.

Depending on the timing of your internship, you will have the opportunity to gain experience in all or some of the following areas;

- **Visual Arts**
 - Exhibition planning, preparation, marketing, and installation.
 - Artist/Curator communications
 - Gallery management
 - Marketing & outreach



DELAWARE VALLEY ARTS ALLIANCE

DESCRIPTION: ARTS ADMINISTRATION INTERNSHIP

- Event documentation – photography & video
- Interpretive program and event planning, preparation, facilitation

- **Performing Arts**
 - Performance program planning including theater, music, dance, and more
 - Artist/Artist Representative communications
 - Marketing & outreach
 - Event facilitation including but not limited to stage production,
 - Event documentation – photography & video
 - Venue management
 - Other activities as needed

- **Community Arts**
 - Event planning including but not limited to artist outreach, event logistics, scheduling, etc.
 - Event marketing & outreach
 - Event facilitation including but not limited to hospitality, tech support, and site management
 - Event documentation – photography & video
 - Other activities as needed

- **Arts Resources**
 - Grant Program Administration
 - Marketing & Outreach
 - Panel Review Process
 - Grantee auditing
 - Technical Assistance programming

- **Other**
 - Participate in the day-to-day administrative functions of DVAA including assisting in DVAA's retail space The Shop DVAA, general inquires, program archive management.

FINAL PROJECT

Interns are also encouraged to brainstorm, plan and execute a self-driven final project relating to DVAA and its mission to serve as a capstone to their internship experience.

BENEFITS

Interns will have the opportunity to network and build connections within our local and regional arts community as they interact with working artists, performers and the general public. Interns will learn best-practices and acquire new skills in the field of Arts Administration and will be introduced to a wide range of



DELAWARE VALLEY ARTS ALLIANCE

DESCRIPTION: ARTS ADMINISTRATION INTERNSHIP

professional opportunities including the pursuit of a career as a working artist, in arts management, public relations, marketing, curatorial endeavors, and beyond.

A stipend of \$150 per month is provided to defer travel and related expenses.

At the conclusion of your internship, an evaluation and letter of recommendation will be provided by DVAA's director. For interns seeking college credit, DVAA will work with your educational institution to ensure requirements are met.

REQUIREMENTS

Interns should have access to independent transportation. Interns are expected to be at DVAA a minimum of one - two days per week for a total of 12 hours per week (as scheduled with staff) for a period of three - four months.

Alternative schedules can be considered on an individual basis. In addition, Interns may be asked to assist with opening receptions, concerts, film screenings, festivals, and related events.

This opportunity is available on a rolling-schedule. Inquiries are welcome year-round.

TO APPLY

Please send a cover letter stating your interest in interning at DVAA, your desired timing for the internship, and what you hope to get out of the experience, along with a current resume to info@delawarevalleyartsalliance.org.

Select applicants will be invited to interview in person at DVAA. Two professional references and an applicable portfolio (e.g. personal art portfolio, writing samples, product samples from past programming you have helped produce or been part of) will be required at that time.

QUESTIONS?

Contact DVAA's Executive Director, Ariel Shanberg at ariel@delawarevalleyartsalliance.org or at (845) 252-7576, Tues.- Sat., 10am - 6pm.

INCLUSIVITY STATEMENT

The Delaware Valley Arts Alliance is committed to providing an inclusive and equitable environment for all employees, volunteers, visitors without regard to race, color, religion, sex, national origin, age, disability, or genetics.