



Oklahoma Arts Institute at Quartz Mountain Spring Internship - Communications and Outreach

Position Location: Oklahoma City; Candidates wishing to work remotely will be considered, but preference will be given to applicants able to work a regular schedule in the OAI offices. OAI adheres to social distancing and sanitization guidelines to prevent the transmission of COVID-19.

Position Description:

The Communications and Outreach Intern will work closely with the Director of Communications and PR & Outreach Coordinator to create and execute campaigns across all platforms, including social media & web, email marketing, printed publications and media releases. Candidate must demonstrate excellent attention to detail, writing, proofreading and organizational skills. Experience with Adobe Creative Suite and/or managing social media preferred.

Essential Functions:

Actual job duties will vary based on the candidate's experience and skillset. Following are the tasks with which the intern will assist:

- Create written and video/image content as requested for social media & the web, email marketing, print publications & communications or editorial media with the appropriate voice for each targeted audience and media type.
- Manage OAI's social media presence.
- Organize OAI's digital assets and physical archives (photographs, slides, publications).
- Coordinate delivery of the Tour de Quartz traveling art show.
- Other communications projects and duties as assigned.

Essential Qualifications:

- Excellent written, oral and visual communication skills.
- Demonstrated attention to detail and strong proofreading skills.
- Basic understanding of OAI's mission, programs and target audiences.
- Ability to organize OAI's digital assets and physical archives as needed.
- Ability to take direction as given, ask for guidance as needed, multi-task, prioritize, work autonomously and meet strict deadlines.
- Professional image.

Preferred Qualifications & Skills:

- Bachelor's degree or currently studying one of the following: public relations, communications, writing, journalism or a related field.
- Interest or background in the arts preferred. Preference may also be given to alumni of OAI's programs.
- Proficiency in Adobe Premiere, Photoshop, Mailchimp and managing social media preferred.
- Ability to articulate complex ideas in simple and compelling ways.
- Receptive to feedback and constructive criticism.
- Valid driver's license; ability to securely transport the Tour de Quartz traveling art exhibit to various galleries across the state.

Office Hours:

OAI office hours are 9:00 a.m. – 5:00 p.m., Monday through Friday. Ideally, the intern will work 12 hours a week on average during office hours, but final schedule will be determined based on intern's existing schedule and availability. Board meetings and other events may also be required.

Pay & Benefits:

Pay is \$12/hour. Position is temporary and part-time and not eligible for benefits. OAI will support the selected candidate in receiving college/university credit hours if applicable.

Special Considerations:

While the spring internship concludes in May, the intern may be asked to continue working for OAI beyond the spring. They may also be offered a position at the 2021 Oklahoma Summer Arts Institute at Quartz Mountain.

About the Oklahoma Arts Institute:

The Oklahoma Arts Institute is a private, nonprofit organization with a vision to cultivate established and emerging artists and educators through arts workshops, immersion, and awareness. Since 1977, the Oklahoma Arts Institute has recruited nationally renowned artists to teach a fine arts program for talented Oklahoma youth and a series of continuing education workshops for adults. Institute programs are held at the Quartz Mountain Arts & Conference Center in southwest Oklahoma.

How to Apply:

Please send résumé, brief cover letter, work samples* and references by email to:

Maggie Boyett, Director of Communications
mboyett@oaiquartz.org

*Work samples help determine a candidate's fitness for the internship but are not required.

Preferred work samples are:

- Social media posts or campaigns (existing work, or samples created for OAI)
- Written content (published articles, blog posts, essays, etc.)
- Photography or video portfolios

Finalists for the position may be administered a brief test to assess organizational and writing skills.