

Grigg Lewis Foundation, Workership Program

Job Description

Organization:	Kenan Center Inc.
Job Title:	Arts & Culture Intern
Reports to:	Heather Benson: Art& Engagement Manager & Bill Patti: Executive Director

Job purpose: The Kenan Center is in search of an energetic Arts & Culture intern to join our team this summer. This role is designed for individuals passionate about the arts, community engagement, and cultural development. This intern will play a supportive role in assisting with the development, organization, and execution of our summer camp and ongoing arts & culture programs/events; they will split their time 50/50 between KidsQuest and working directly with the Arts & Engagement Manager.

Duties and responsibilities

- **Assist with the planning, organization, and implementation of arts and culture activities for KidsQuest (daily summer camp).**
 - Develop and lead the daily arts and culture activities during KidsQuest.
 - Manage and maintain all equipment/supplies used during the arts and culture activities during camp, ensuring supplies are available, clean and safe for us.
- **Aid in the coordination and supervision of camp and program participants.**
 - Help the KidsQuest Director with sign-in/sign-out; engage with parents when appropriate.
 - Help ensure a safe and fun environment for all participants.
 - Provide support in monitoring and ensuring the safety and well-being of camp participants.
- **Assist with the day-to-day operations of our arts and culture department.**
 - Assist the Arts & Engagement Manager when needed.
 - Assist in the planning, coordination, and execution of our arts and cultural programs and events.
 - Support the logistics and administrative tasks associated with the Kenan House Gallery, workshops, classes, and events.
 - Participate in the curation and setup of gallery installations.
 - Contribute to promotional and marketing efforts for arts and culture events, including but not limited to Music in the Gardens, Gallery shows, and American Craftsman.
 - Provide administrative support, including data entry, scheduling, tracking gallery attendance, and overall organization.
 - Research potential grant opportunities surrounding arts and culture.

Qualifications:

- **Be enthusiastic, qualified, and engaged.**
- **Passionate about arts and culture as well as working with youth.**
- **Team-oriented mindset.**
- **Reliable and communicative.**

Working conditions: This individual will work primarily in the Kenan Arena and Kenan House Monday-Friday. This person will spend half their day working directly with young people and will spend time outside when permitted.

Physical Requirements/Dress Code: This person will be permitted to wear clothes they are comfortable working with kids in. If there is an event that requires the individual to dress up, that will be communicated beforehand.

Approved by:	<i>Lea Sobieraski</i>
Reviewed:	10/28/23