

Westwood, Jefferson

From: Ken Cole [heatherstickeler@nationalguild.ccsend.com] on behalf of Ken Cole [kencole@nationalguild.org]
Sent: Wednesday, April 07, 2010 1:26 PM
To: Westwood, Jefferson
Subject: National Guild Seeks Summer Marketing & Program Intern

April 7, 2010

Dear Jefferson:

The National Guild of Community Schools of the Arts (Guild), America's service organization for community arts education, is seeking a **Marketing and Program Intern** for summer 2010. The intern will support our efforts to increase membership and participation in programs and services including conferences and regional training events.

We hope you will forward this information to your students or others who might be interested. The application deadline is April 30, 2010. You can learn more about the position, and the Guild's programs and services, at www.nationalguild.org. The Guild's national office is located in New York City.

About the National Guild

The Guild supports and advances access to lifelong learning opportunities in the arts. We support the creation and development of community arts education organizations by providing research and information resources, professional development and networking opportunities, funding, advocacy, and high-profile leadership.

The Guild's 400+ member organizations range from community schools of the arts to arts centers to community divisions of universities, museums, government agencies, performing arts companies, and others. Our core constituents are tax-exempt organizations and government agencies dedicated to making arts education accessible to all people of ages, aptitudes and backgrounds within their communities. Note that the Guild will change its name to *National Guild for Community Arts Education* in May 2010.

The Position

Responsibilities include, but are not limited to:

- Conducting market research to identify potential member institutions
- Assisting with outreach to constituent organizations via telephone and e-mail
- Adding qualified potential member institutions to the Guild's database
- Supporting grant making and professional development program activities
- Providing general support to the marketing and program departments
- Other duties as assigned

Term

The term runs for 10 - 12 weeks beginning in May or June and concluding in August or September. Intern must work a minimum of half-time, full-time is preferred. Office hours are 10 a.m. to 6 p.m., Monday through Friday.

Reporting

The Marketing and Program Intern reports to the Associate Director.

Requirements

- Excellent communication and customer service skills
- Excellent analytical and organizational skills
- Detail oriented
- Facility with MS Office Applications
- Facility with web and internet communications
- College junior or senior or graduate student

- Willingness to help with a variety of programs and tasks

Compensation & Benefits

- Stipend available
- College credit may be arranged
- On the job training
- Opportunity to participate in meetings with senior level staff
- Opportunity to learn about the community arts education field from a national perspective
- This internship also may qualify for participation in Federal Community Work Service.

Application

Please submit cover letter, résumé, and two work references to Ken Cole at InternshipApplications@nationalguild.org. Please include "Summer Intern" in the subject line.

Deadline

April 30, 2009.

Thank you for forwarding this information to those interested in arts management and/or the community arts education field.

Best,

Kenneth T. Cole
Associate Director
National Guild of Community Schools of the Arts
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New York, NY 10018
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kencole@nationalguild.org
www.nationalguild.org

Join me in San Francisco for the Guild's 73rd Annual [Conference for Community Arts Education](#), November 4 - 6, 2010, with pre-conference institutes on November 3.

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