**Special Events & Retail Intern**

**Job Description:** Learn about the workings of a non-profit organization, help to put on a nationally recognized festival, meet artists, and learn more about art!

This is a once in a lifetime opportunity to intern with a nationally-recognized, non-profit arts organization. The Kentuck Festival of the Arts was voted number 5 arts festival in the United States in 2018, and Kentuck Art Center has a long history as the grassroots organization that fostered many now-famous self-taught artists' talents by fulfilling its mission to perpetuate the arts, engage the community, and empower the artist.

The Special Events & Retail Intern will report to the Gallery Shop Manager and will work closely with the Executive Director and Director of Operations. In this position you are responsible for aiding the staff in planning and implementing all special and regular events, including but not limited to the Kentuck Festival of the Arts, monthly Art Nights, Ladies Night, Coffee with the Collector, fundraising, receptions, and private rentals. The Special Events & Retail Intern may also learn about and aid in volunteer recruitment and management, museum membership functions, budgeting, programming associated with the Kentuck Festival of the Arts, and Kentuck's online presence and marketing efforts. Interns in this field can expect to gain experience in sales, hospitality, and event-management.

**Qualifications:** A strong creative background with excellent writing, speaking, and organizational skills. Person must have exemplary social skills, enjoy working with the public, and thrive in a fast-paced, mercurial, collaborative environment.

**Preferred:** Experience in Microsoft Excel and QuickBooks Point of Sale. As sense of humor is a plus.

**Portfolio required.**

**Approximate Hours Per Week:** 15-20

**Open Application Periods:** Summer and Fall 2019

**Contact Information:** Exa Skinner, Director of Operations, eskinner@kentuck.org

**Additional Required Documents:** Cover Letter, Resume, Electronic Portfolio

**Degree Level:** Bachelors, Masters

**Class Level:** Freshman, Sophomore, Junior, Senior, Graduate

**Minimum Grade Point Average:** 3.0

**Organization Overview:** Kentuck has a 48-year history as one of Alabama's premiere art centers and is known internationally for the Kentuck Festival of the Arts each October. Through the Festival and year-round programming, its mission of perpetuating the arts, engaging the community, and empowering the artist is fulfilled. Located in historic downtown Northport, Kentuck has a campus of eight Studio Artists, two exhibition galleries, administrative offices, an artists' consignment/ gallery shop, a community clay cooperative, and a whimsical sculpture garden known as the Courtyard of Wonders. Kentuck's third and newest exhibition gallery is located on the first floor of Hotel Indigo in downtown Tuscaloosa on Greensboro Avenue. It showcases art by regional artists who work with media, styles, or subject matter that is intrinsically Southern. Kentuck's Gallery Shop sells unique works of art, each handmade by one of more than 200 artists and craftspeople from all over the United States.

Kentuck has been recognized by the National Endowment for the Arts, Alabama State Council on the Arts, the Daniel Foundation, *Smithsonian Magazine*, *Garden and* Gun, and *Southern* Living, as well as many others. In January of 2018, the Kentuck Festival of the Arts was named one of the top ten events in Alabama by the Alabama Department of Tourism and ranked number 5 arts festival in the country by *Sunshine Artists Magazine*. It is a 501(c)3 nonprofit established in 1971 as the Kentuck Museum Association.

Kentuck makes a $5,500,000 economic impact on our community through the Festival alone, according to the Tourism and Sports Commission. For every $1 invested in Kentuck, it puts $32 back into the community.

The Kentuck Festival of the Arts—October 12th and 13th, 2019— will give us approximately 65% of our income, which pays for the Festival and helps with about 25% of our operating funds. The City of Northport, Sam Faucett, Tuscaloosa County, the Alabama Power Foundation, the Daniel Foundation, the Alabama State Council on the Arts, and the City of Tuscaloosa have been several of our large donors. The remainder of our funding comes from private donors and members.

The Kentuck Museum Association, Inc. is an equal opportunity employer.

**Internships also available in:** Marketing/Public Relations; Business Administration; Museum Studies; Retail Management

# About Kentuck Art Center & Festival

Kentuck Art Center & Festival offers internships in Special Events & Retail, Development & Non-Profit Administration, and Creative Media & Marketing. Kentuck has a 48-year history as one of Alabama's premiere art centers and is known internationally for the Kentuck Festival of the Arts each October. In 2018, the Kentuck Festival of the Arts was named the number 5 festival in the U.S. by Sunshine Artists Magazine. Through the Festival and year-round programming, the mission of perpetuating the arts, engaging the community, and empowering the arts is fulfilled. Located in historic downtown Northport, Kentuck has a campus of 12 Studio Artists, 2 exhibition galleries, administrative offices, an artists' consignment/ gallery shop, a community clay cooperative, and a whimsical sculpture garden. In September 2016, Kentuck joined with Hotel Indigo in neighboring Tuscaloosa to offer a satellite gallery of work by Alabama artists. Kentuck's Gallery Shop sells unique works of art, each handmade by one of more than 200 artists and craftspeople from all over the United States. Kentuck has been recognized by the National Endowment for the Arts, Alabama State council on the Arts, the Daniel Foundation, Smithsonian Magazine, Southern Living, Garden and Gun, as well as many others. It is a 501(c)3 nonprofit established in 1971 as the Kentuck Museum Association. Kentuck makes a $5,500,000 economic impact on our community through its two-day Festival alone. For every $1 invested in Kentuck, we put $32 back into the community. The Kentuck Festival of the Arts--October 12th - 13th, 2019—will give us approximately 65% of our income, which pays for the Festival and helps with about 25% of our operating funds. The City of Northport, Sam Faucett, Tuscaloosa County, the Alabama Power Foundation, the Daniel Foundation, the Alabama State Council on the Arts, and the City of Tuscaloosa have been several of our large donors. The remainder of our funding comes from private donors and members. Kentuck Museum Association, Inc. is an equal opportunity employer.

## Location

503 Main Avenue, Northport, Alabama 35476, United States

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## Compensation

*TYPE*

Unpaid

*DURATION*

Temporary / Seasonal

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## Company Details

*COMPANY SIZE*

1 - 10 employees

*INDUSTRY*

Non-Profit - Other industry

*COMPANY TYPE*

Private company

*HEADQUARTERS*

503 Main Avenue

*WEBSITE*

http://www.kentuck.org

*SOCIAL MEDIA*

https://www.facebook.com/Kentuck.Art.Center/

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## Employer Preferences

*MINIMUM CUMULATIVE GPA*

3.0

*ALLOWED SCHOOL YEARS*

Sophomore, Junior, Senior, Masters, Alumni, Graduating May 2018 - December 2022

*ALLOWED MAJORS*

All Undeclared, Individual Studies, General Studies, Public Relations, Digital Communication, Communication & Media Studies, Advertising, Management Science, International Business, Business Administration & Management, Sport Business & Marketing, Retail & Hospitality Administration, Parks, Recreation & Leisure Studies, Operations Management, Non Profit Management, Marketing, Finance & Financial Management, Entrepreneurship, Drama & Theatre Arts, Visual & Performing Arts, Museum Studies, Graphic Design, Fine & Studio Arts, Design & Applied Arts, and Art History majors

*WORK AUTHORIZATION REQUIREMENTS*

US work authorization is required, but the employer is accepting OPT/CPT candidates

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## *Contact Information*

*CONTACTS*

Exa Skinner