



## **Arts Management Non-profit Internship**

### **Organization Description:**

Ohio Arts Professionals Network is a non-profit membership based organization. Our mission is to promote a network of arts professionals to improve the quality and presentation of the performing arts in Ohio. Our purpose is to provide programs and services that strengthen the quality and scope of the arts in Ohio. We serve our membership which includes artists, presenters, management agencies, service organizations, and business affiliates.

### **Responsibilities Include:**

- E-marketing
- Social media posts across multiple platforms
- Membership management and tracking/database management
- Assist with conference administration
- Some travel required, most work can be done remotely
- Required attendance at conference October 14-16, 2018
- Other duties as assigned

### **Requirements:**

- Skilled with Microsoft Office Suite
- Website management skills
- Social media knowledge and proficiency
- Excellent oral and written communication skills
- Reliable vehicle and valid DL
- Self-motivated
- Honest
- Reliable
- Hard-working
- Task-oriented

### **Part-time Contract Position**

**July 1-October 31**

**\$500/month**