



## Arts Organizations & Individual Artists Resource Intern

**Where:** 75 Fifth Street, Atlanta (MARTA Accessible)

**Commitment:** 10-15 hours per week

**Reports to:** Grants Manager

**Dress:** Business Casual

### Job Description:

A core goal of GCA's new strategic plan is to build increased connectivity among the state's arts organizations and improve the viability of the resources we provide to the field via our website and library. The Resources Intern will work closely with the Grants Program Manager to research relevant arts industry statistics, studies, data and organize the small GCA library. He/she will also develop a database by discipline of arts organizations in the state which will be distributed to similar organizations to facilitate partnerships and communication. The intern will also support the Grants Manager with all aspects of GCA's grant review process.

Additional tasks may include:

- Creating a database of resources for individual artists
- Researching grant opportunities for artists and nonprofit arts organizations
- Assisting in updating information in the Touring Artists Roster
- Researching cultural tourism projects in the state

Internship opportunities with Georgia Council for the Arts are open to undergraduate or graduate college students. Individuals who have graduated within the past year or less may also be considered. Communications, marketing, journalism, political science or public administration majors will benefit the most from this experience. The work requires a detail-oriented, organized and enthusiastic team player. The internship term will complete at the end of the time required by the college or until the intern has completed 480 maximum hours. Georgia Council for the Arts is open to meeting required credit needs for the program the intern is completing. Internships are unpaid. Position is open until filled.

To apply, send resume and cover letter, with **Grants Program Intern** in the subject line, to:

[gaarts@gaarts.org](mailto:gaarts@gaarts.org)

### About Georgia Council for the Arts:

Georgia Council for the Arts is a division of the Georgia Department of Economic Development that provides support for nonprofit arts organizations throughout the state. Established in 1965 as the Georgia Commission on the Arts, its mission is to encourage excellence in the arts, support the arts many forms of expressions and make the arts available to all Georgians by providing funding, leadership, programming and other services. Funding for Georgia Council for the Arts is provided by appropriations from the Georgia General Assembly, the National Endowment for the Arts and other private and public sources.