



Art Administration Intern

Position Overview:

Art administration interns will work with a variety of Living Arts & Science Center staff to support day-to-day operations of the Living Arts and Science Center. Duties will vary but may include researching and preparing activities and materials for outreach programs and special events; representing the center at events around town; organizing and maintaining classroom spaces and supplies; soliciting donations of materials and supplies; producing class rosters, preparing program evaluations, creating and distributing promotional and educational materials, and performing other filing and data-entry tasks.

Interns should be interested in working in a collaborative environment and in communicating with teachers, students, parents, and partner organizations. Applicants should be creative problem solvers who are excited about art, science and education. In addition, they should be organized, flexible, able to work independently and to prioritize multiple time sensitive tasks. Good interpersonal, email and phone communication skills are important. A background in visual or performing arts, art administration, and/or K-12 art education is required. This internship is unpaid.

Qualifications:

- Must be 18 and currently enrolled in a higher education program
- Must pass a simple background check (\$30 fee)
- Organized and able to work independently
- Capacity to work with multiple age groups
- Background in the Arts, Education, or Art Administration

The Living Arts & Science Center (LASC) is a not-for-profit organization providing creative and unique opportunities in the arts and sciences for children and adults. Founded in 1968, the LASC now serves over 40,000 individuals annually through art and science exhibits, classes, workshops and community programs. The LASC provides programs and services in our own facility as well as in schools, social service agencies, community centers, libraries and at community events. Stop in and see why the Living Arts & Science Center is...the place where creativity grows!

To apply, send resume to HLyons@LASCLEX.org