



lotus

education & arts foundation

Lotus Education and Arts Foundation Exhibition/Installations/Festival Internship Offered June – early October – 1 position available

The non-profit [Lotus Education and Arts Foundation](#) seeks one (1) exhibition/installations/festival intern to assist with arts programming, event production, and organizational operations related to the Lotus World Music & Arts Festival, the Edible Lotus benefit event, and Lotus Visual Arts community outreach. The specific focus of this internship is to assist with coordination of the Lotus visual arts exhibition and/or installations, and other opportunities as they arise.

Internship spans from mid-/late summer to early fall. Start date is flexible; however, internships are required to extend through and include the entire Lotus World Music & Arts Festival weekend (late September, see website for dates). It is also required to assist with exhibit installation (late August/early September), exhibit opening, associated gallery talk(s); and de-installation.

Intern responsibilities will involve both planning and execution of tasks, and some weekend/evening hours will be required. Intern should expect and plan for hours to increase around specific event dates.

Main duties include:

- Work with Exhibition team and attending meetings
- Exhibition design and budgeting
- Coordinate exhibition timeline and deadlines
- Assist and attend exhibition related events: opening, gallery talk(s), etc.
- Serve as liaison, as well as assist, with special installations during Festival weekend
- Gather data related to exhibition and installations; e.g. attendance, Lotus “moments”, etc.

While unpaid, Lotus interns will generate valuable and applicable hands-on experience and skills in many of the following areas:

- Exhibition Design and Execution
- Visual Arts Programming Development
- Community/Arts Outreach
- Event Planning/Production
- Communications and Marketing
- Non-Profit Administration

Lotus internships are unpaid but may qualify for university credit; options vary by department. Please consult with Lotus staff and faculty advisors to determine credit eligibility. Interns will be assigned to support specific program areas or needs, according to intern interests and organizational priorities, and will be supervised by an appropriate permanent Lotus staff member. Interns will also be expected to assist with general organizational tasks and “all hands on deck” scenarios. There may also be opportunities for interns to engage in volunteer service with Lotus beyond internship credit hours.

Interns will have work stations on-site at the Lotus Education and Arts Foundation HQ building at 105 S. Rogers St., and will be expected to conduct the majority of their internship in this office. However, there may periodically be work that can be completed remotely or during off-site events.

A successful internship candidate will be motivated, dependable, and organized, with a demonstrated interest in learning more about visual arts, arts education, community outreach, event planning, international topics, and/or the non-profit sector.

To learn more about the Lotus mission and programming, please visit lotusfest.org.

TO APPLY: Please email the following materials as PDFs to HR@lotusfest.org:

- Cover Letter (no longer than one page)
- Résumé
- List of 2-3 professional or academic references with contact information
- Optional: Up to 3 examples of relevant prior work or projects

Applications will be reviewed on a rolling basis until position is filled.