

Lotus Education and Arts Foundation
Summer/Festival Internships
Offered June-September 2017 – two positions available



The non-profit Lotus Education and Arts Foundation seeks two (2) summer/festival interns to assist with arts programming, event production, and general organizational operations related to the Lotus World Music & Arts Festival, the Edible Lotus benefit event, and Lotus Visual Arts community outreach.

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

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

- Event Planning/Production
- Fundraising/Development
- Arts Education/Arts Outreach
- Performing Arts Presentation
- 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 the arts, event planning, international topics, and/or the non-profit sector. To learn more about the Lotus mission and programming, please visit www.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 both positions are filled.