



lotus

education & arts foundation

Lotus Education and Arts Foundation

Visual Arts/Festival Internship

Offered June – early October – 1 position available

The non-profit [Lotus Education and Arts Foundation](#) seeks one (1) visual arts/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 Lotus visual arts community outreach programming, the Festival's Arts Village, 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 outreach events throughout the summer leading up to the Festival – such as Arts Fair on the Square on a Saturday in mid-late June and Saturday/Sunday of Labor Day weekend at 4th St. Festival of the Arts.

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:

- Lead and/or assist with art-making workshops in the community at public events, social service agencies, and more.
- Coordinate Set Up/Tear down of the Arts Village during Festival weekend
- General management of the Arts Village during Festival weekend
- Join Lotus Visual Arts committee and assist with art-making sessions and meetings
- Gather data related to outreach events and Arts Village; 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:

- Visual Arts Programming Development
- Arts Education/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.