



**Lotus Education and Arts Foundation
Visual Arts & Outreach Internship Offered
October – Mid April – 2 positions available**

The non-profit [Lotus Education and Arts Foundation](#) seeks two (2) interns, one for visual arts and one for outreach, to assist with arts programming, event production, and organizational operations related to the Lotus Lantern and Luminaria Project, Lotus Blossoms, and Lotus Visual Arts community outreach and workshops. The specific focus of this internship is to assist with coordination of Lotus visual arts community outreach programming and other opportunities as they arise.

The internship spans from October to mid April (at the end of Lotus Blossoms), but the start date is flexible. The intern will be required to assist with outreach events throughout the spring leading up to the Lotus Blossoms.

Intern responsibilities will involve both planning and execution of tasks, and some weekend/evening hours will be required. Interns 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 for workshops and Lotus Blossoms
- General management of the workshops and supplies
- Join Lotus Visual Arts Program Manager to assist with art-making workshops and meetings
- Gather data related to outreach events and workshops; e.g. attendance, Lotus “moments”, etc.

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.

Interns are required to have Covid-19 vaccinations and wear masks at the Lotus HQ and at Lotus events. Lotus continues to monitor the best practices for Covid safety from the department of health and will adjust protocols as necessary. The Lotus HQ is regularly cleaned and hand sanitizer is provided.

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 positions are filled.