

CITY OF CHARLESTON OFFICE OF CULTURAL AFFAIRS (OCA) SPRING & FALL INTERNSHIP JOB DESCRIPTION

City of Charleston Office of Cultural Affairs
75 Calhoun Street, Suite 3800
Charleston, SC 29401

Flexible scheduling available!

Dates: Flexible during Spring & Fall semesters

Reports to: Internship Coordinator, Internship Management Assistant and the Director of Cultural Affairs

Compensation: Unpaid

Approximate number of hours: 120. A normal internship consists of 120 hours of work for 3 hours of class credit if applicable (school credit is optional). If your college or university requires more time commitment, we are flexible.

Internship summary: Spring and Fall interns at the Office of Cultural Affairs will primarily assist in the preparation of various festivals and special events. Other duties, such as helping at the Farmers Market, working at the City Gallery, and helping in the office will be required. Interns must be flexible, professional, and capable of acting in a leadership capacity. Interns will gain arts management experience, leadership and time management skills, and have the opportunity to experience all facets of the operations of the City of Charleston Office of Cultural Affairs.

Duties required by the internship include but are not limited to:

- Research, write, and post onto CharlestonArts.org event descriptions for the Arts in Charleston Calendar
- Draft grant application for an OCA project or festival event
- Assist in fulfillment and implementation of corporate sponsorship marketing benefits
- E-Newsletter creation using Constant Contact email marketing program
- Update various websites with text, photos, website links and more
- Assist in distributing marketing materials
- Cultivate an engaging social media experience
- Type, proofread, and edit various printed marketing/PR materials
- Work the Information Booth in the Charleston Farmers Market on certain Saturdays and/or Sundays during the festival
- Act as docent at the City Gallery at Waterfront Park
- Help as needed around the office

Develop skills:

- Arts Management
- Development
- Teamwork
- Public Relations
- Marketing
- Operations/Production