



The Central Pennsylvania Festival of the Arts

Summer Intern Position

Overview

The Central Pennsylvania Festival of the Arts is seeking an intern to assist with the production of its 57th Festival which will occur July 12-16, 2023. We are looking for an intelligent, creative, and ambitious intern to assist in realizing the event. The successful candidate will be mentored by and report directly to the Executive Director and will include interaction with the Director of Operations and the Director of Development.

Responsibilities

- Develop press lists and assist with the writing and distribution of press releases and follow-up; assist with social networking platforms
- Create and produce sidewalk sale daily “newspaper” to the exhibiting artists
- Assist with the distribution of CPFA materials (program guides, posters, wristbands, etc.)
- Assist with on-site event production and logistics
- Various office/administrative skills including mailings
- On-site assistance wherever needed during festival week
- Update CPFA’s social networking sites
- Out-of-office errands
- Other duties as assigned

Skills Required

- Excellent administrative, interpersonal, and IT skills including proficiency in iMovie and Windows version of Microsoft Office (e.g. Word, Excel, Publisher)
- Comfortable on phone using proper office phone etiquette; ability to multitask; and highly organized with attention to detail
- Self-motivated, resourceful, and able to work as part of a team
- Friendly with excellent written and oral communication skills
- An interest in the arts
- Must have valid driver’s license and an above average level of physical fitness

Schedule

May 15 - May 26: 10 hours per week (as mutually agreed upon)
May 29 - June 9: 20 hours per week (as mutually agreed upon)
June 12- July 21: 40 hours per week with extended hours during Festival week

Salary

\$750 (payable at conclusion of internship)

Send resume and cover letter to:

Pamela Snyder Etters, Executive Director, execdir@arts-festival.com