



INTERNSHIP DESCRIPTION

Texas Cultural Trust Mission

The Texas Cultural Trust is a 501c (3) non-profit organization whose mission is to be the leading voice of the arts in education, advocacy, and economic impact in Texas, spotlighting the artistic excellence of our state. We have various programs, events, and initiatives that help us to carryout our mission, including: Art Can Texas, Texas Young Masters, Texas Medal of Arts Awards, Texas Women for the Arts, and the Arts & Digital Literacy Initiative.

Position Summary

The Texas Cultural Trust is looking for an intern to support the work of the Texas Cultural Trust. Interns will gain knowledge and experience regarding everyday operations and processes of a non-profit. Interns will have the opportunity to learn about program administration, communication and outreach, donor development, administration, and event planning.

Responsibilities may include, but are not limited to:

- Strong correspondence.
- Maintaining and updating the Trust's databases and calendars.
- Communicating with the Trust's various constituent groups, partners, and vendors via phone.
- Conducting research.
- Providing support for projects and initiatives.
- Assisting with event planning, logistics, and execution.
- Answering phones.
- Running errands as needed.
- Other administrative duties, as directed by intern coordinator.

Required skills:

- Strong written and verbal communications skills.
- Proficient in Microsoft Office (Word, Excel, etc.).
- Experience with Google Docs.

Qualifications and Attributes:

- Responsible and reliable.
- Proactive able to work with minimal supervision
- Resourceful.
- Strong work ethic.
- Organized with a high attention for detail.
- Strategic thinker, Creative.

Compensation, Hours and Location:

We will accommodate intern hours to prioritize school. However, interns must make a commitment to of a minimum of 12 hours a week, with the opportunity of additional hours around special projects and/or events. This internship pays \$10 per hour, parking is *not* included. The Texas Cultural Trust is currently located downtown.

**Anyone interested in applying should email a cover letter and a resume to info@txculturaltrust.org.
*No phone calls please.***