SAY Sí Paid Administrative Internship - Bexar County 2017 Arts Internship grant 2017

Bexar County Arts Internship Program Overview:
Bexar County Commissioners Court established an arts internship program for local nonprofit arts organizations to provide one paid internship to an undergraduate student to assist with seasonal or special projects. The program is open to currently enrolled undergraduate college students who are Bexar County residents, attending a college or university in Bexar County or attending a college outside of the county as long as the student is a resident of Bexar County, and show proof of same. *Students who have already earned a bachelor's degree or higher are not eligible.*

Internship Description:
Developing leadership skills is one of SAY Sí's core values. Student leadership is developed through the peer-to-peer mentoring components that are embedded in all of SAY Sí's programs. SAY Sí continues to have a significant track record in placing students in prestigious art programs and schools locally, regionally and across the country. College interns help us fulfill our mission by providing administrative support for our multiple arts programs, adding to our community of reciprocal learning. In this way, college interns act as an important link between staff and students.

Scope of the Program:
SAY Sí seeks an intern for the administrative office assisting in arts administration and project management. Selected intern can start as early as June 5. Weekly hours will be determined by need for school credit or schedule availability. Target end date August 11, 2017.

Arts Administration: Administrative interns will acquire comprehensive experience in arts administration and project management. Administrative intern will focus on two major projects: creating a database management and sharing the process of SAY Sí's annual student exhibition/performance series, Stories Seldom Told. Administrative Intern will also provide additional support to staff as needed.

Project Details - In tandem with administrative and program staff:

SAY Sí's Annual Stories Seldom Told
Intended Outcome: Under the supervision of and in collaboration with all staff, Administrative Intern will help photo document the work of all studios and create an engaging webpage using Adobe Spark, a free online and mobile graphic design app that allows users to easily create digital stories through web pages, images and videos. This Stories Seldom Told webpage will give the public insight into the process and outcomes of how SAY Sí students create this exhibition. Stories Seldom Told is an annual exhibit that seeks to engage the community through artistic exploration of a civic-minded topic. Administrative intern will assist in expanding SAY Sí's reach by sharing students' work with greater audiences. The ultimate goal of this assignment is to give the intern hands-on experience with community relations and develop their understanding of art as a medium for advocacy. The impact on SAY Sí: The webpage would inform the way we share work in the future by taking our local story global.

Database Management
Intended Outcome: By learning to navigate the database platform, Salesforce the Administrative Intern will assist in data management as well as the creation/maintenance of a "User Guide" or Tutorial "cheat sheet" to be used by future interns and staff. Intern will gain basic knowledge of nonprofit resource development and information systems as well as build demonstrative skill in database management and teaching tools. The impact on SAY Sí: A training tool would be invaluable to the efficiency and efficacy of our data-management and training process exponentially improving the way we teach interns and our ability to create reports.

To Apply:
All potential candidates will need to submit a resume, letter of recommendation and cover letter to be considered. Submission must be received electronically by 5 p.m., Saturday, April 1, 2017 to nicole@saysi.org Subject line: SAY Sí Bexar County Internship.
SAY Sí lead staff will review all applicants and top candidates will be requested to participate in an interview. All candidates will be notified of the decision by April 14, 2017.

Hours of work:
Our administrative offices are open from 10 a.m. to 7 p.m., Monday through Thursday and 9 a.m. to 5 p.m. Friday and Saturday. Schedule subject to change, may include weekend and evening hours. Hours to be determined based on applicant's schedule and program calendar.