

<b>Title: Scholastic Art &amp; Writing Awards Intern [Unpaid]</b>	<b>100 - 150 hours</b>
<b>Reports to: Visual Arts Staff [Scholastic Coordinator]</b>	<b>Term: Fall - Spring</b>
<p><b>Summary Description:</b> SAY Sí is the regional affiliate of the Scholastic Art and Writing Awards. We work with students, teachers, schools and nonprofit arts organizations in Bexar County to promote, organize, adjudicate and exhibit the regional Scholastic Art Awards. We also submit the top award winning work to the Alliance for national judging. A scholastic intern invests in the success of the Awards by supporting the Scholastic Coordinator weekly throughout the Awards season.</p> <p>Scholastic Coordinator will mentor intern in all aspects of duties and understanding of the nonprofit organization, arts education and out-of-school time programs. Interns will gain working knowledge in arts administration, project management and event coordination.</p>	

**Scholastic Intern Job Duties:** Provides assistance to Scholastic coordinator for all aspects of the Scholastic Art Awards, which includes both administrative and gallery assistance. Webinar training sessions available and required. Duties may include the following:

- General clerical duties including making photocopies, fax and mailing.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails as needed.
- Answer, screen and transfer phone calls; providing information by answering questions and requests. Works with teachers, parents and students from registration open to return of artwork, directly or via email and phone.
- Manages social media promotion and works with Scholastic Coordinator with design elements.
- Assist in checking in student forms and fees, provides receipt and filing.
- Assist in adjudication process, in preparation and day of the event.
- Helps use reports to generate certificate packets.
- Assist in the checking in of artwork, installing exhibition and return of artwork.
- Assist in organizing and executing ceremony event.
- Contribute to team effort by accomplishing related results as needed.

**Qualifications:** Must have good organization, management and communication skills and be personable. Must be proficient in Excel and Word. Other qualifications may apply if working towards school credit. Commitment to work through Awards season. Undergraduate and graduate students encouraged to apply.

**Schedule:** Flexible minimum-part-time to part-time schedule. School/courses and job schedule will be considered.

Fall hours: Monday –Thursday, 11 a.m. - 7 p.m. Saturday 9 - 5 p.m.

Schedule subject to change, may include First Friday and other special events.

Guideline commitment of 100 - 150 trimester/semester hours or 10 - 20 hrs/week to be discussed prior to acceptance.

Must be able to work until award season closes at the end of February.

**To apply:** All potential candidates will need to submit PDFs of their resume and cover letter and any letters of recommendation to [nicole@saysi.org](mailto:nicole@saysi.org).

Email Subject line- Scholastic Internship

Letters - ATTN: Ashley Perez, Regional Scholastic Coordinator

Submission must be received electronically by 5 p.m., on Saturday, September 10, 2017. **No phone calls please.**