



SAY Sí Paid Administrative Internship - Bexar County 2018 Arts Internship Grant 2018

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. Students develop leadership 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 May 28. Weekly hours will be determined by need for school credit or schedule availability. Target end date August 10, 2018.

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 training guide and building a Public Relations / Marketing Portfolio focused on promoting SAY Sí events and its upcoming 25th anniversary. Administrative Intern will also provide additional support to staff as needed.

Project Details - In tandem with administrative and program staff:

Public Relations & Marketing Support and Portfolio Development

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 engaging collateral and publicity content for several SAY Sí events. Administrative Intern will follow and document the work of our graduating seniors in preparation of July's Senior Thesis exhibition and presentations. For our annual Día de los Muertos celebration, Muertitos Fest, intern will manage the student design submission process for the logo, support promotion of entertainment lineups and research event promotion/coverage opportunities. Based on skill development intern will also be asked for input in creation of SAY Sí's 25th anniversary book and collateral materials. The ultimate goal of this assignment is to give the intern hands-on experience for their own portfolio development and to develop their understanding of arts marketing and public relations. The impact on SAY Sí: With such comprehensive programming there are many events and life-changing moments we'd like to document, highlight and share with our community. With limited staff support to do this we are unable to fulfill this need. Intern's efforts in marketing Muertitos Fest will strengthen our annual event, generating greater attendance for a community-focused festival. Lastly, work on 25th anniversary book will leave a lasting impact on how SAY Sí is remembered. With extra focus on these vital pieces of important events SAY Sí will have a strengthened summer lineup for our students and their audiences.

Database Management Guide

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.

Student Eligibility:

Students who are currently enrolled as 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.

Residency means the location where the student lives when not attending college or university. For example, if the student went to high school in Bexar County, parents live in Bexar County, the address on student’s transcript and driver’s license is a Bexar County address.

Students selected will be required to follow the agreed upon job description including but not limited to a 40-hour workweek.

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.

To Apply:

All potential candidates will need to submit a resume, letter of recommendation and cover letter to be considered. Applicants are encouraged but not required to share writing, art, design or otherwise creative work samples/portfolios.

Submission must be received electronically by 5 p.m., Saturday, March 31, 2018 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, 2018.