SAY Sí Paid Administrative Internship - Bexar County 2019 Arts Internship Grant

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 will start On June 3, 2019. Weekly hours will be determined by need for school credit or schedule availability. Target end date is August 9, 2019.

Arts Administration: Administrative interns will acquire comprehensive experience in arts administration and project management. Administrative intern will focus on two major projects: 25th Anniversary Public Relations & Marketing Support AND SAY Sí Program Database Management & Support. Administrative Intern will also provide additional support to staff as needed.

Project Details - In tandem with administrative and program staff:

25th Anniversary Public Relations & Marketing Support

Intended Outcome: Under the supervision of and in collaboration with all staff, Administrative Intern will help cultivate and curate SAY Sí's history as the organization launches its 25th anniversary during the summer and concludes a re-branding process. Intern will be responsible for digitizing archival photos and documents in order to collaboratively write relevant content to share SAY Sí's history for various readers (social media, newsletters, fundraising campaigns). Additionally, intern will photo document the work of all studios to create engaging collateral and publicity content. Based on skill development, intern will also assist the Communications Director in developing a new suite of promotional materials with re-branded logos, color schemes and language. 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. With a focus on organizational histories, branding and milestones, this is a unique opportunity for interns interested in nonprofit development. ***The impact on SAY Sí:*** With a 1-person communications team, an administrative intern will help support the comprehensive strategies celebrating SAY Sí during its 25th anniversary. Intern's efforts will strengthen our milestone efforts, generating greater awareness for a transitioning organization. Lastly, work on 25th anniversary will leave a lasting impact on how SAY Sí is remembered.

SAY Sí Program Database Management & Support

Intended Outcome: Under the supervision of the SAY Sí Program Director and in collaboration with other administrative staff the intern will learn how to navigate the database platform, Salesforce. The Administrative Intern will assist in program data management as well as the creation/maintenance of a Salesforce "User Guide" specific to SAY Sí program procedures to be used by current and future SAY Sí staff and interns. The intern will gain basic knowledge of nonprofit resource development and information systems as well as build demonstrative skills in program database management and creating organizational training tools. *This project is the second phase of a project that was completed by last years Bexar County summer intern, focused on fundraising data management and the creation of a Salesforce User Guide specific to SAY Sí development procedures.* ***The impact on SAY Sí:*** Program data management support and the creation of a SAY Sí Salesforce User Guide would be invaluable to the efficiency and efficacy of our data-management and training process exponentially improving the way SAY Sí manages program data; teaches staff and interns; and our ability to create internal and external program 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 30, 2019 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 12, 2019.