

Development & Non-Profit Administration Intern

Job Description: Learn about the workings of a non-profit organization, help to put on a nationally recognized festival, meet artists, and learn more about art!

This is a once in a lifetime opportunity to intern with a nationally-recognized, non-profit arts organization. The Kentuck Festival of the Arts was voted number 5 arts festival in the United States in 2018, and Kentuck Art Center has a long history as the grassroots organization that fostered many now-famous self-taught artists' talents by fulfilling its mission to perpetuate the arts, engage the community, and empower the artist.

The Development & Non-Profit Administration Intern will report to the Director of Operations and will work closely with the Executive Director, Office Manager, and Gallery Shop Manager. Tasks will include grant research, grant proposal proofing, using Network for Good Donor Management Software, maintaining donor lists, member mailings and all functions associated with Kentuck's members, donors, and VIPs. Intern will maintain Kentuck's status on the Guidestar website and propose innovative ideas for fundraising, member involvement, collection of supporter contact information, and the acquisition of new donors, members, and corporate sponsors. As with all Kentuck employees, interns will assist with Kentuck events and other areas as needed.

Qualifications: Experience in Microsoft Office Suite, including Word & Excel, with excellent writing, speaking, and organizational skills. Person must have exemplary social skills, enjoy working with the public, and thrive in a fast-paced, mercurial, collaborative environment. A sense of humor is a plus.

Preferred: Experience in any customer relationship management software, fundraising, or grant writing.

Portfolio with a minimum of 2 writing samples required.

Approximate Hours Per Week: 15-20

Open Application Periods: Spring 2022, Summer 2022, Fall 2022

Contact Information: Exa Skinner, Director of Operations, eskinner@kentuck.org

Additional Required Documents: Cover Letter, Resume, Electronic Portfolio

Degree Level: Bachelors, Masters

Class Level: Freshman, Sophomore, Junior, Senior, Graduate

Minimum Grade Point Average: 3.0

Organization Overview: Kentuck has a 51-year history as one of Alabama's premiere art centers and is known internationally for the Kentuck Festival of the Arts each October. Through the Festival and year-round programming, its mission of perpetuating the arts, engaging the community, and empowering the artist is fulfilled. Located in historic downtown Northport, Kentuck has a campus of eight Studio Artists, two exhibition galleries, administrative offices, an artists' consignment/ gallery shop, a community clay cooperative, and a whimsical sculpture garden known as the Courtyard of Wonders. Kentuck's third and newest exhibition gallery is located on the first floor of Hotel Indigo in downtown Tuscaloosa on Greensboro Avenue. It showcases art by regional artists who work with media, styles, or subject matter that is intrinsically Southern. Kentuck's Gallery Shop sells unique works of art, each handmade by one of more than 200 artists and craftspeople from all over the United States.

Kentuck has been recognized by the National Endowment for the Arts, Alabama State Council on the Arts, the Daniel Foundation, *Smithsonian Magazine*, *Garden and Gun*, and *Southern Living*, as well as many others. In January of 2018, the Kentuck Festival of the Arts was named one of the top ten events in Alabama by the Alabama Department of Tourism and ranked number 5 arts festival in the country by *Sunshine Artists Magazine*. It is a 501(c)3 nonprofit established in 1971 as the Kentuck Museum Association.

Kentuck makes a \$5,500,000 economic impact on our community through the Festival alone, according to the Tourism and Sports Commission. For every \$1 invested in Kentuck, it puts \$32 back into the community.

The 51st Annual Kentuck Festival of the Arts—October 15th and 16th, 2022— will give us approximately 65% of our income, which pays for the Festival and helps with about 25% of our operating budget. The City of Northport, Tuscaloosa County, the Alabama Power Foundation, the Daniel Foundation, the Alabama State Council on the Arts, the Alabama Humanities Alliance, and Tuscaloosa Tourism & Sports have been several of our large donors. The remainder of our funding comes from private donors, grants, and members.

The Kentuck Museum Association, Inc. is an equal opportunity employer.

Internships also available in: Public Programming/ Special Events

About Kentuck Art Center & Festival

Kentuck Art Center & Festival offers internships in Special Events & Retail, Development & Non-Profit Administration, and Creative Media & Marketing. Kentuck has a 50-year history as one of Alabama's premiere art centers and is known internationally for the Kentuck Festival of the Arts each October. In 2018, the Kentuck Festival of the Arts was named the number 5 festival in the U.S. by *Sunshine Artists Magazine*. Through the Festival and year-round programming, the mission of perpetuating the arts, engaging the community, and empowering the arts is fulfilled. Located in historic downtown Northport, Kentuck has a campus of 11 Studio Artists, 2 exhibition galleries, administrative offices, an artists' consignment/ gallery shop, a community clay cooperative, and a whimsical sculpture garden. In September 2016, Kentuck joined with Hotel Indigo in neighboring Tuscaloosa to offer a satellite gallery of work by Alabama artists. Kentuck's Gallery Shop sells unique works of art, each handmade by one of more than 200 artists and craftspeople from all over the United States. Kentuck has been recognized by the National Endowment for the Arts, Alabama State council on the Arts, the Daniel Foundation, *Smithsonian Magazine*, *Southern Living*, *Garden and Gun*, as well as many others. It is a 501(c)3 nonprofit established in 1971 as the Kentuck Museum Association. Kentuck makes a \$5,500,000 economic impact on our community through its two-day Festival alone. For every \$1 invested in Kentuck, we put \$32 back into the community through free and low-cost public programs. The Kentuck Festival of the Arts--October 16th and 17th, 2021—will give us approximately 65% of our income, which pays for the Festival and helps with about 25% of our operating funds. The City of Northport, Tuscaloosa County, the Alabama Power Foundation, the Daniel Foundation, the Alabama State Council on the Arts, the Alabama Humanities Alliance, and Tuscaloosa Tourism & Sports have been several of our large donors. The remainder of our funding comes from private donors and members. Kentuck Museum Association, Inc. is an equal opportunity employer.

Location

503 Main Avenue, Northport, Alabama 35476, United States

Compensation

TYPE

Unpaid

DURATION

Temporary / Seasonal

Company Details

COMPANY SIZE

1 - 10 employees

INDUSTRY

Non-Profit - Other industry

COMPANY TYPE

Private company

HEADQUARTERS

503 Main Avenue

WEBSITE

<http://www.kentuck.org>

SOCIAL MEDIA

<https://www.facebook.com/Kentuck.Art.Center/>

Instagram @kentuckart

Employer Preferences

MINIMUM CUMULATIVE GPA

3.0

ALLOWED SCHOOL YEARS

Sophomore, Junior, Senior, Masters, Alumni, Graduating May 2018 - December 2022

ALLOWED MAJORS

All Undeclared, Individual Studies, General Studies, Public Relations, Digital Communication, Communication & Media Studies, Advertising, Management Science, International Business, Business Administration & Management, Sport Business & Marketing, Retail & Hospitality Administration, Parks, Recreation & Leisure Studies, Operations Management, Non Profit Management, Marketing, Finance & Financial Management, Entrepreneurship, Drama & Theatre Arts, Visual & Performing Arts, Museum Studies, Graphic Design, Fine & Studio Arts, Design & Applied Arts, and Art History majors

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required, but the employer is accepting OPT/CPT candidates

Contact Information

CONTACTS

Exa Skinner

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