INTERNSHIPS

Charlotte Street Foundation is seeking creative and committed interns. Internships are awarded to qualified undergraduate and graduate students able to commit at least six hours per week. Tasks range from installation assistance for exhibitions and performances to gallery sitting, flier distribution, website posting, video and photo documentation, press scanning, administrative/office work and much more.

To apply, please send the following materials to info@charlottestreet.org:

- Resume
- Availability
- Indicate which internship or area of focus interests you and why
- Cover letter outlining your interest and experience in the arts

The focus of the internship varies based on organizational needs as well as the skills and interests of the intern. Internships are unpaid, but we work to create a valuable experience for each intern that includes mentorship and the development of skills and knowledge that will benefit you in the future. We are currently looking for interns for the following positions:

ADMINISTRATIVE INTERN

The administrative intern works on many facets of Charlotte Street Foundation, including assisting with marketing, development, and general operations. Specific areas of work may include media research, marketing materials production, mailings, events, contact database maintenance, online marketing (website and social media updates), and some administrative support. The ideal candidate should possess strong written/verbal skills, be detail-oriented, and have the ability to take on multiple projects and see them through to completion. Experience with Adobe Creative Suite products, website back-end familiarity, and event support is a PLUS. Qualified candidates must be flexible, as projects range from administrative to light physical labor.

The Administrative intern should be interested in the inner-workings of a non-profit arts organization and be able to work closely with a range of Charlotte Street employees. This intern will be requested, from time to time, to assist in gallery preparation and maintenance, as well as assist in Charlotte Street Foundation fundraising events.
GALLERY INTERN
The Gallery intern will primarily focus on the exhibition spaces that Charlotte Street Foundation operates in downtown Kansas City (Paragraph, Project Space and la Esquina). The duties include, but are not limited to, developing and implementing gallery procedures, providing gallery coverage, assisting with events, gallery space turnover and maintenance, art handling, exhibition preparation, and curator/artist support.

This intern must be able to work collaboratively and efficiently with others and is expected to support Charlotte Street Foundation events. This intern should possess a sense of ownership within projects, have strong communication skills, and be physically motivated. Experience with light construction and power tools are a plus.

AUDIO/VISUAL DOCUMENTATION INTERN**
The Audio/Visual intern is responsible for documenting Charlotte Street Foundation’s exhibitions, live performances, programs, interviews, and special events. The majority of the events occur in the evening at one of our three gallery sites in Downtown KC or the Westside neighborhood. The intern meets weekly to discuss assignments and progress with CSF staff. The A/V intern must have reliable transportation due to evening events and off-site locations throughout the metro area.

The Audio/Visual intern must possess a wide array of skills including basic video editing, publishing and occasional audio documentation. The A/V intern is responsible for re-sizing/posting/uploading the documentation to CSF’s database, Vimeo, Soundcloud, and Facebook, Twitter, and Instagram accounts. The intern can check out CSF’s A/V equipment or use their own if they prefer.

PHOTO INTERN**
The Photo intern is responsible for documenting Charlotte Street Foundation’s exhibitions, performances, and special events. The majority of these events are in the evening at one of our three gallery sites in Downtown KC or in the Westside neighborhood. The intern meets weekly to discuss assignments and progress with CSF staff. The Photo intern must have reliable transportation due to evening events and off-site locations throughout the metro area.

The Photo intern must possess a wide array of skills for exhibition and performance documentation including lighting, editing and the manipulation of the product from these events. The photo intern needs to be able to resize/post/upload documentation to CSF’s photo database, Flickr, Facebook, Twitter and Instagram accounts.

**Documentation of all types is property of the Charlotte Street Foundation and the Urban Culture Project, although interns may receive permission to utilize some documentation for future personal, professional practice as long as there is no profit.