

Ingenuity Festival of Art & Technology

Administrative Intern Job Responsibilities

Ingenuity Festival of Art + Technology seeks an intern (or interns) to assist with event development, communications and marketing tasks for the organization.

Administrative:

1. Assist Executive Director (ED), Managing Director (MD) and Director of Operations (DO) in maintaining calendar of meetings and conference calls.
2. Send meeting notices to board, committee members, and staff, tracking attendance and feedback.
3. Handle logistics and prepare materials for conference calls, meetings and events (ranging from 5-150 people).
4. Prepare and disseminate minutes of meetings and conference calls as needed.

Programming and Fundraising:

1. Assist ED and DO with program planning and development, including working with artists, obtaining riders, obtaining press materials, serving as point person with respect to any travel and lodging issues.
2. Assist in grants management and sponsorship sales efforts, including member gift processing and acknowledgments, data entry, and file maintenance.
3. Conduct research on historical aspects of areas involving Ingenuity Festival (Playhouse Square, etc.)
2. Conduct research on potential donors, sponsors, and other organizations.

Marketing & Public Relations:

1. Participate in marketing committee meetings and assist with planning and implementation of marketing and public relations efforts.
2. Assist with updates and maintenance of the organization's website.

Hours:

February – May 10-12 hour/week; June 1 to July 31, 30 –40 hours/week
A small stipend is available.

Please send resume to:

Paula Grooms
Managing Director
paula@ingenuitycleveland.com