



JOIN OUR TEAM: The Des Moines Social Club is looking for an Education Intern to join our summer intern team.

WHAT WE DO: The Des Moines Social Club (DMSC) is a non-profit organization that uses art and culture as a catalyst to create unprecedented community engagement. DMSC connects creative and audiences through thought provoking theater, visual arts, culinary arts, performing arts, music, and educational opportunities for people of all ages. The breadth and excellence of our events is impressive, and we're always exploring new collaborations through which we can create vibrant community.

RESPONSIBILITIES: The DMSC Education Intern will work closely with the Education Outreach Coordinator and other interns on developing and implementing accessible, high-quality programming for the Education Department at DMSC. Interns will also research and apply for funding and grants for education opportunities. Applicants should have an interest in learning about nonprofits, have strong writing and communication skills, and be passionate about art and creating educational opportunities for youth and adults. The ideal candidate will be flexible, creative, and able to work in a fast-paced environment. No day is the same here at DMSC!

Responsibilities may include:

- Recruiting instructors and teaching artists interested in sharing their art with the community
- Developing class concepts and future DMSC programs
- Researching and applying for grant funding
- Increasing the capacity of the DMSC scholarship program
- Maintaining instructor documentation
- Promoting and marketing classes and events
- Assisting community members with questions about classes and registration
- Staffing the concierge desk and/or other DMSC events
- Other duties as assigned

QUALIFICATIONS:

- Pursuing degree in an art or education related field preferred
- Proficient in Google Drive
- Strong project management and organizational skills; commitment to meeting deadlines; impeccable follow through on projects
- Demonstrated effectiveness collaborating with diverse constituencies with unique needs
- Ability to begin projects on one's own without consistent supervision
- Adaptable and punctual

PROGRAM OVERVIEW: The Education Intern position is a 20 hour/week commitment running from May 28 – August 10. The position will receive a stipend as compensation.

To apply, submit resume and cover letter to Katie Ortman via email at katie@desmoinessocialclub.org.