



JOIN OUR TEAM: The Des Moines Social Club is looking for an Outreach 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 Outreach Intern will work closely with the Education Outreach Coordinator and other interns on ensuring that DMSC is serving all members of the Des Moines Community equally, and creating programming designed to increase access to arts and culture opportunities to underserved and/or low-income populations. The Intern will serve in an outward facing role by coordinating summer outreach opportunities to engage with community members about DMSC programming. Applicants should have an interest in learning about nonprofits, be passionate about art, be comfortable speaking about the DMSC mission, and love working with individuals to build community and create solutions. 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:

- Developing partnerships with community organizations in order to promote and produce high quality, accessible programming
- Assessing the current gaps in program access and develop creative solutions to bring DMSC into spaces that currently lack arts and cultural opportunities
- Identifying and coordinating outreach opportunities at summer events and festivals
- Recruiting and managing volunteers at outreach events
- Expanding DMSC volunteer program and identifying new volunteer opportunities at DMSC
- Assisting community members with questions about DMSC programs and events
- Staffing the concierge desk and/or other DMSC events
- Other duties as assigned

QUALIFICATIONS:

- Pursuing degree in any field with an interest in nonprofits, advocacy, and/or art
- 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 Outreach 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.