



JOIN OUR TEAM: The Des Moines Social Club is looking for a Programming 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 Programming Intern will work closely with the Program & Outreach Director on event planning and promotional duties related to summer programs. Primary duties include the planning, promotion, and event management of the 48 Hour Film Project filmmaking competition and screenings. Intern will also have the opportunity to collaborate with other staff, interns, and organizations on other programs and events. 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:

- Social media management for 48 Hour Film Project accounts
- Recruiting participants and working with related organizations to communicate information about the competition
- Identifying event sponsors
- Planning and managing film screenings at Fleur Cinema, including running filmmaker Q&As
- Communicating with artists and presenting organizations on other upcoming 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 Programming Intern position is a 20 hour/week commitment running from May 28 – August 17. The position will receive a stipend as compensation.

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