



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. Additional summer programs include the 48 Hour Plein Air Painting Festival, Art Week Mini Golf, and Color Codes. 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:

- Planning and managing film screenings at Fleur Cinema, including running filmmaker Q&As
- Managing event logistics for the Annual 48 Hour Plein Air Painting Festival
- Recruiting artists and participants for summer programs and working with community partners to share event information
- Social media management for 48 Hour Film Project and Viaduct Gallery accounts
- Identifying 48HFP event sponsors and securing prize donations
- Coordinating and supervising volunteers for Art Week Mini Golf and Color Codes graffiti writing exhibition
- Communicating with artists and presenting organizations on other upcoming DMSC events
- Managing booths at off-site summer festival events
- Limited physical demands (climbing ladder, hanging artwork, painting walls, lifting up to 30 lbs)
- Other duties as assigned

QUALIFICATIONS:

- Pursuing degree in any area related to nonprofits, event planning, and/or art-related field
- Demonstrable interest in the arts
- Proficient in Google Drive
- Excellent written and verbal communication skills
- 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 June 3 – August 16. The position will receive a \$1200 stipend as compensation. The position may also be eligible for academic credit.

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