



## Arts Intern Job Description Student Intern 2

**Applications must be received by 5:00PM on 7/13/2022**

*It is the policy of the City of Bellevue to provide volunteer opportunities without regard to race, color, national origin, gender, age, marital status, sexual preference, and/or disability.*

|                         |   |
|-------------------------|---|
| <b>Salary:</b>          | \$17.07-\$23.53/hr; Commensurate with experience                    |
| <b>Location:</b>        | Bellevue City Hall, various public places in Bellevue and Eastside. |
| <b>Job type:</b>        | College or Graduate Student Intern                                  |
| <b>Shift:</b>           | Day, with evenings & weekends                                       |
| <b>Department:</b>      | Department of Community Development                                 |
| <b>Bargaining Unit:</b> | Not represented   |
| <b>Closing date</b>     | 7/13/2022   |
| <b>Starting date</b>    | Mutually agreeable, no later than 8/1/2022                          |

### **JOB SUMMARY**

Do you believe culture is vital to a healthy community? Have you ever wondered how to merge your dual passions for the arts and public service? Would you self-describe yourself as curious, creative, collaborative, and action-oriented?

If so, then the [City of Bellevue Arts Program](#) hopes you apply to join our team. You'll help a community identify its cultural needs and develop a cultural vision. Please see below for more information about what you will learn and how you will contribute to the community.

### **Arts & Economic Prosperity 6**

We are on a daring quest to collect the right data about the economic impacts of the arts in our city and region. In 2022, as part of Americans' for the Arts (AftA): Arts & Economic Prosperity 6 Study, the City of Bellevue will be leading a regional arts & culture data collection effort on the Eastside. The City will work with AftA, and the City's of Renton, Issaquah, and Redmond to gather information about arts & culture nonprofit organizations, and collect 800 audience intercept surveys at arts & culture events.

### **Public Art Mapping**

The City of Bellevue seeks to be a vital platform for cultural exchange and creative inspiration. The City turns to living artists to enrich the collective experience of Bellevue's public places through permanent commissions and a growing collection of moveable artworks funded through the Public Art Program. A segment of the collection is devoted to artworks that raise the discourse on the defining aspects of Bellevue's civic life, exploring the diverse identities of our residents, converging cultures, international connections, technological currents and interplay between nature and the urban experience that make Bellevue's environment unique. Bellevue's art collection helps document the dynamic moments and complexities of Bellevue's cultural life and is an important resource for future generations.



## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Assist the program team in implementation of the Arts & Economic Prosperity 6 study data collection and coordination to include:**
  - Actively participate in internal team meetings and take meeting notes;
  - Execution of on-site, in-person data collection and community engagement;
  - Coordinate research activities particularly for the Audience Intercept Surveys and nonprofit data collection;
  - Amplify our message on social media platforms and other online websites;
  - Collect meaningful feedback and supporting information for program evaluation;
  - Special Projects (TBD) as assigned, such as executing a social media strategy, developing a community engagement strategy to increase access and participation of an underserved group, or another project of your own making.
  
- **Gather primary data for Public Art Mapping**
  - Take inventory of existing artworks and write conditions report;
  - Document artworks and writing interpretive text for public awareness;
  - Assess online public art databases and portals;
  - Research best practices in interactive mapping
  - Develop and implement new public art sign standards.
  - Facilitate effective online engagement on the project website: [Engaging Bellevue](#);

## **OTHER DUTIES AND RESPONSIBILITIES**

- **Provide support to the arts program team to include:**
  - Attendance at some staff meetings;
  - Many one-time only tasks, including technical support, filing, meeting notes, and creating unique documents;
  - Assist project managers and artists on current public art projects.

## **QUALIFICATIONS**

- To be considered for an internship you must be currently enrolled in school in a related program (art or art history, cultural studies, museology, political science, public administration, arts leadership, urban planning, etc.).
- Strong organizational skills and attention to detail.
- Able to work efficiently and accurately.
- The ability to work quickly and collaboratively to solve problems.
- Excellent oral and written communication skills.
- Proficiency with Microsoft Word, Excel and PowerPoint.
- Able to establish effective working relationships.
- Occasional evening availability.
- Must have a curiosity and interest in the arts and community development.
- Must have the ability to bend and lift 40 pounds.
- Ability to perform independently when clear direction is provided.



## OTHER

### Benefits for the Intern

- Hands-on experience with public art programs, national arts studies, a wide range of arts & culture organizations, and regional arts coordination; useful for the pursuit of future career opportunities.
- Numerous deliverables useful for the pursuit of future career opportunities.
- Collaboration and networking with Arts Program staff, Bellevue Arts Commission, local artists, and Bellevue arts organizations and businesses.
- In-depth exposure to the management and culture of an award-winning, innovative municipal government that is the commercial and residential hub of the “Eastside” and actively engages with and promotes diversity in all forms.

**Hours:** This internship will work up to 20 hours during the summer break and holidays and then reduced hours (5-15) during the school year while school is in session.

**Start Time:** August 2022. Internship will last through to the end of 2022, with an option to extend into 2023.

**Questions? Contact:** Lorie Hoffman, Arts Community Manager ([lhoffman@bellevuewa.gov](mailto:lhoffman@bellevuewa.gov) or 425-452-4246)

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### Public Art Intern Supplemental Questionnaire

- Tell us how your skills and experiences meet the position description (150 words MAXIMUM)
- Tell us about how this internship supports your educational and career goals (150 words MAXIMUM)