



Anderson Center

at Tower View

2022 J-Term Communications Internship

This position will work directly with the Anderson Center Development Director & Residency Coordinator on a broad range of communications projects related to programming and fundraising in a dynamic & distinctive non-profit environment.

The Communications Intern will perform work supporting events and programs such as the organization's Spring Soiree fundraiser, an artist-curated gallery exhibition & reception, the application & jury process for the Anderson Center's flagship artist residency program, the annual AP Anderson Award, & a new studio art tour initiative.

In the process, the intern will gain hands-on experience creating effective and impactful website and social media content, event/program descriptions, storytelling materials and physical marketing materials. The Admin Intern will also have the opportunity to participate in program development, grant writing, database management, membership communications, and administrative systems.

Academic majors that may be a good fit for this position include:

Studio Art, Art Administration, English, Business, Mass Communications, Public Relations, Library / Museum Studies, Graphic Design, History, Literature, or Public Affairs.

Any sophomore, junior or senior with a strong interest in non-profit admin is encouraged to apply.

Potential skills and experience that would be a good fit include:

Creative writing, copy writing, technical writing, research, organizational skills, social media, WordPress, graphic design, photography, fundraising, grant writing, event organizing, customer service roles, historic sites, interpersonal communication, telephone skills, or teaching.

Desired attributes include:

Proactive & self-motivated, creative problem-solving skills, ability to accomplish technical & detailed tasks, demonstrated desire to learn and grow, and passion for art & history.

Position Details

- Ideally internship is 3.5 - 4 weeks in duration with at least a minimum of 3 full weeks
- Start date is flexible but ideal window is sometime January 3 – 10, 2022.
- Full-time (35-40 hours/week); mostly days, but with the possibility of some pre-arranged weekend or evening events as need.
- \$200/week for 3.5 – 4 weeks.
- Hybrid internship with the expectation to be on-site a minimum of three days per week.
- On-site housing may be available in Historic Residence during weekdays for part of the internship. Details TBD.

To apply, send cover letter expressing interest along with resume (include GPA and contact info for 2 references) by November 21, 2021 to Adam Wiltgen via e-mail at adam@andersoncenter.org.

About the Anderson Center

Founded in 1995, the Anderson Center brings artistic opportunities, connections, and experiences to Red Wing and its bluff, river-hugged corner of southeastern Minnesota. Named one of the top artistic destination points in the upper Mississippi River region by *National Geographic Traveler Magazine*, the Anderson Center's 350-acre Tower View campus is home to public galleries and a sculpture garden, as well roughly 20 local artists and art entities who rent studio space on the site. Professional artists also regularly pass through on a temporary basis, whether as part of a residency cohort, or as part of the center's outreach programming.