



Hobbs Rotary Club International Art Internship Program

The Lea County Commission for the Arts is currently offering internships for the Spring 2018 college semester. The Lea County Commission for the Arts, located at the Center for the Arts in downtown Hobbs, is a growing, non-profit, member supported, organization that exists to provide information about visual, performing, live music, and the literary arts. The internship position, named and sponsored by the Hobbs Rotary Club International, provides opportunities for students to gain invaluable work experience and business skills, necessary to become successful in the professional work field as well as supplement their classroom learning.

- Location: Center for the Arts, Hobbs, NM
- Time Period: Feb. 2018 to May 2018
- Hours: 10 hours/week
- Compensation: stipend not to exceed \$500
- Deadline: Application and required materials must be submitted by **Feb. 23rd**

Open to all college students, regardless of age and classification. Preference will be given by the Center of the Arts to students who are already studying an art-related field (music, visual arts, acting) or have a background in art. However, the internship is open to all students, regardless of major who have an essential appreciation for the arts and its development.

The internship is a paid program that in turn, awards the qualified candidate(s) with college credit hours and invaluable knowledge. Internships are limited. The successful candidate(s) must be self-driven, motivated, punctual, friendly, possess a strong desire to learn, have an essential interest for the arts as well as its development, have a general knowledge of Microsoft Office, be able to work with the public, take direction, and capable of getting tasks done in a timely and orderly fashion. Interns **must** be available to work **at least** 10 hours each week at the center, including some weekends, and special events. *Hours and schedule are flexible.

- Duties: Professional appearance, managing and updating the Center for the Arts mailing lists and databases, handling phone calls, taking messages, greeting guests, organizing and maintaining art center's supplies and storage, assisting with art classes, sending out emails and monthly newsletters, distributing flyers/creating posters to promote events, documentation of art classes, opening receptions, and special events
- Contact Person: Andrew Akufo, Executive Director
- Address: 122 W Broadway Street, Hobbs, NM 88241
- Phone: (575)397-ARTS (2787)
- E-mail: director.lcca@gmail.com
- Website: www.lccanm.org



Application Process: Applications available online <http://www.lccanm.org>. Please include resume, transcripts and two letters of recommendation when submitting application.

Applicant Information		
Last Name	First	Date
Street Address		Apt/Unit
City	State	Zip
Phone	Cell Phone	
Email address:		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes please explain:
How did you hear about our internship program?		

Please check your general availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 8-12)						
Afternoon (approx. 12-5)						
Evening (approx. 5-8)						

Areas of Interest	
Please indicate which area interests you:	
<input type="checkbox"/> Conservation <input type="checkbox"/> Events <input type="checkbox"/> Performance	<input type="checkbox"/> Curatorial <input type="checkbox"/> HR <input type="checkbox"/> Writing <input type="checkbox"/> Development <input type="checkbox"/> Marketing <input type="checkbox"/> Other, please explain: _____
<input type="checkbox"/> Education <input type="checkbox"/> Registration	<input type="checkbox"/> Exhibits <input type="checkbox"/> Security



Experience/Education and Skills	
Current employment status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed	
Current or most recent paid position held	
Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate school and concentration:
Level <input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	Areas of study:
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list language <input type="checkbox"/> Fluent <input type="checkbox"/> Semi-Fluent <input type="checkbox"/> Basic
Computer Skills/Software Used:	

Personal Information
Why are you interested in an internship in our organization?
What specific experience would you like to gain through this internship?
Describe your long-term career goals:

Disclaimer and Signature	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.	
Signature:	Date: