



UPTOWN ASSOCIATION

Volunteer Coordinator Paid Internship



OVERVIEW: The Uptown Association is a non-profit member based organization serving the Uptown Minneapolis area since 1975 with offices located near the intersection of Hennepin Avenue and West Lake Street. The Association is also the producer of the Uptown Art Fair, a nationally renowned fine art show that is held annually the first weekend of August and celebrating its 55th anniversary in 2018.

JOB DESCRIPTION: The Uptown Association internship program provides an excellent opportunity for students to receive hands-on experience and will be involved in the planning and execution of various aspects of the Art Fair with a focus on volunteer coordination and management. Candidates need to be available in early to mid-May and must be available to work through August. Hours are FULLTIME (30-40 hours per week). There are no weekend hours except for the Uptown Art Fair (August 3-5). The position has a stipend payment based on performance.

Candidates who are interested in enhancing their education experience in the areas of marketing, business, entrepreneurial management, mass communications and information technology should consider applying. Recent graduates are also welcome to apply. Position requires interacting with stakeholders in the community, working with database management programs, interacting with people of all ages, strong communication skills and the ability to be a strong team leader. Position has a lot of variety and includes working with every aspect of the art fair including coordinating schedules, outreach for volunteers, activity documentation and follow through with a take charge attitude.

Qualifications:

- Excellent organizational skills
- Project management experience
- Detail oriented
- Creative self-starter
- Ability to multi-task
- Independent problem solver
- Strong leadership skills
- Require little supervision
- Outgoing personality
- Strong writing skills
- Microsoft Office Suite a plus

Applicants must submit a resume, cover letter and a list of three references. The cover letter should include work and education background, availability and how your experiences directly relate to the responsibilities of this position. **Applications must be received by April 6, 2018.** Please put the title of the internship in the subject line.

Applications to:

HR@uptownminneapolis.com

NO CALLS PLEASE.