

Public Relations, Graphic Design and Marketing Assistant for Totally Cool Totally Art Teen Outreach Art Program

Division: Cultural Affairs

Date of Internship: Fall 2011 and spring 2012 + New Year's Eve at First Night Parade

Internship Description:

- Interns will travel to each recreation center during TCTA classes to photograph the students and teaching artists in action. Photos will be used for PR materials including post cards, newsletters, art exhibition programs, and city website.
- Interns will be responsible for creating a monthly newsletter highlighting the events of the TCTA Teen Art Outreach Program, as well as a final exhibition program and postcard.
- Hours are flexible during the day but Intern should be available from 6-8pm M-TH for classes starting November 1st and running until May, 2012. Some afternoon hours required.
- Graphic Design intern is expected to photograph art classes, design 5 newsletters, design 2 postcards and 2 press releases for program's public art exhibitions, attend one city meeting, and assist in program's functions when available.

Internship Goals:

- Interns will gain experience working for the City of Austin Parks and Recreation Department as well as Totally Cool Totally Art, a nationally recognized teen outreach community art program.
- Interns will gain graphic design experience as well as have print examples for portfolios.
- Interns will gain experience assisting in developing and implementing cultural programs and activities, as well as working in the visual arts education world.

Intern Qualifications:

- Undergraduate or Graduate students accepted. Intern should be out of high school.
- Photo Journalist, Art Education, Graphic Designers, Public Relations, Marketing, Social Work, Fine Arts students seeking graphic design and photography internship should apply.
- Ideally intern can be with TCTA all school year. Starting November through May, 2012.

Supervisor and Resources:

- Intern will have direct communication with (TCTA) Totally Cool Totally Art's Director who will be intern's supervisor. Intern will also have direct communication and will receive feedback and assistance from TCTA's Education Specialist and one of the City of Austin's Graphic Designers. In addition intern has access to Human Resources and the Parks and Recreation Department's Intern coordinator Robert Sopronyi.
- Intern will average 8-10 hours a week. Schedule will be made but can be flexible due to the nature of the program. There will be some time spent working in the evenings photographing classes as well as during business hours designing public relation materials.
- Intern will be issued a camera with cables, desk, pc desktop computer with Adobe CS3 and Microsoft Suite, thumb drive and any office supplies required to fulfill job description.

Internship Paid: ___ Yes No

Intern Supervisor: Clinton Hofmeister Phone: 512-974-4027 Fax: 512-974-4003

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