

KSW Summer Intern Job Description

June – September 2009

Kearny Street Workshop (KSW) is seeking an intern to assist with the 11th annual APAture festival and general office administration. The position includes fundraising, marketing, volunteer management and event production. The intern will be involved with all current KSW programs including literary workshops and public readings, two fundraising events (*Stand Up for APAture* and *APAture Runway III*), and the APAture festival (September 17-26).

While the position is unpaid, the intern will receive valuable hands-on experience in various aspects of arts administration. A minimum of 10 hrs / week is required.

Job Duties:

- Revise and update donor and media databases
- Process donor acknowledgement letters
- Develop press lists and assist with the distribution of press releases and follow-up.
- Assist with the distribution of KSW marketing materials (postcards, flyers, etc.)
- Update website, online community networks, KSW blog and post events on online calendars.
- Assist with on-site event production & logistics
- Train and supervise event volunteers
- Various office/administrative duties

Skills Required:

- Some experience coordinating events
- Good writing, editing and communication skills
- Comfortable with all MS Office programs
- Experience in internet research and online community marketing
- Some experience with InDesign, Illustrator and Dreamweaver preferred

Kearny Street Workshop (KSW) is the nation's oldest Asian Pacific American multidisciplinary arts organization. Founded in 1972, KSW's mission is to produce, present and promote art that empowers Asian Pacific American artists and communities. We envision a more just society that fully incorporates Asian Pacific American voices informed by our cultural values, historical roots and contemporary issues. Over the past 36 years, KSW has served the community as an information resource and through its four areas of arts programming: adult arts education, emerging artist support and training, multidisciplinary arts presentations, and publications.

ELLEN OH
Executive Director

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