Position Announcement

DANE G. HANSEN & K-STATE RESEARCH AND EXTENSION INTERN PROGRAM, Hoxie, KS

The Dane G. Hansen Foundation & K-State Research and Extension internship gives college students the opportunity to link classroom learning with a pre-professional work experience. The intern will assist the Main Street Arts Council in promoting their organization and musical workshops and performances.

TITLE: Main Street Arts Council Community Intern

LOCATION: Hoxie, KS

PROJECT DESCRIPTION: The intern will assist with all aspects of promoting the multi-show, multi-town Main Street Summer Theater Festival. The intern will curate and update the website with show information and video clips. Design promotional posters, write press releases for local press and radio, assist with the sale and development of ads for press and the web and develop the festival print program. Other duties include the development of social media posts, attend rehearsals and performances to capture video and photography.

APPLICATION DEADLINE: Friday, January 31, 2020 or until the position is filled

EMPLOYMENT: May 26, 2020 thru August 1, 2020 or as negotiated with K-State Research and Extension and the Main Street Arts Council

RESPONSIBILITIES:
- Manage and produce high quality content for Facebook to reflect the artistic process and publicize each individual show.
- Maintain and update the website for each performance.
- Create the festival print program.
- Attend rehearsals and performances to capture video and photographs.
- Create and post creative video updates.
- Prepare media about the process and the show.
- Contact and attend area civic group meetings to promote the festival and sponsorship opportunities.
- Coordinate filming of each production.
- Create membership marketing materials for the arts council.
- Other duties as assigned.

This position will require travel connected with official duties, attendance at rehearsals, performances and other events scheduled throughout the day and some evenings. Access to a personal vehicle may be required, and a valid driver’s license. The intern will be provided a computer and necessary software. Access to a camera would be a plus but not a requirement.

QUALIFICATIONS
- Completion of at least six university semesters at any college or university.
- Students enrolled in graphic design, music, theater, or public relations are preferred.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media and social media.
- Ability to shoot and edit short video as well as take quality photos
- Self-motivation and ability to work with minimum supervision.
- Experience working with individuals, youth ages 5 to 18 years of age, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- Students from NW Kansas are preferred.
**SALARY AND BENEFITS**
$20.00 per hour. 40 hours per week. Maximum 400 hours

**HOUSING**
The Main Street Arts Council will secure and pay for housing (pet free).

**APPLICATION PROCEDURE**
Submit cover letter, resume, transcripts and list of references as one document and a PDF of a portfolio if available to: nsigle@ksu.edu.

For more information about the position, contact Karl Pratt, Executive Director, Main Street Arts Council, 785-675-1240, mainstreetartsCouncil@gmail.com or Nadine Sigle, Community Vitality Extension Specialist, 785-346-6256, nsigle@ksu.edu.

For more information about K-State Research and Extension, visit: www.ksre.k-state.edu

**APPROXIMATE TIMELINE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application deadline</td>
<td>January 31, 2020</td>
</tr>
<tr>
<td>Interviews conducted</td>
<td>February 1 – February 28, 2020</td>
</tr>
<tr>
<td>Offers made to applicants</td>
<td>March 2020</td>
</tr>
<tr>
<td>Visit to host communities</td>
<td>March – May, 2020</td>
</tr>
<tr>
<td>Internship start date</td>
<td>May 26, 2020</td>
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**EQUAL EMPLOYMENT OPPORTUNITY:** Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

Nadine Sigle
Community Vitality Extension Specialist