



Arts & Economic Prosperity 6 Study Intern

Arts United of Greater Fort Wayne, Inc.
300 E Main Street, Fort Wayne, IN 46802
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Classification:

- Internship, July 1, 2022 – May 31, 2023
- Non-Exempt
- Reports to Dan Ross, Vice President of Community Development

Job Summary:

The Intern will coordinate the activities of the Arts & Economic Prosperity 6 (AEP6) study that will take place in Allen County from July 1, 2022 to April 30, 2023. AEP6 is the sixth national study of the economic impact of the nonprofit arts and culture industry conducted by Americans for the Arts over the last 25 years, documenting in unprecedented scope and detail the economic power that arts and culture wield in 387 participating communities representing all 50 states and the District of Columbia. Arts United has contracted Americans for the Arts to conduct the AEP6 study in Allen County in order to provide benchmark data to support local arts and culture organizations, elected leaders, economic development leaders, and donors as they make decisions that impact the quality of life of Northeast Indiana. [More information about AEP6 can be found here.](#)

Primary Job Duties and Responsibilities:

1. Get Prepared (*5 hours total*)
 - Watch webinars provided by Americans for the Arts. (*2 hours*)
 - Review previous AEP studies to get acquainted with the purpose of the study. (*1 hour*)
 - Work with Arts United staff to prepare an initial communication to the Regional Arts Council. (*2 hours*)
2. Coordinate Intercept Surveys (*100-110 hours total*)
 - Contact qualified arts and culture nonprofits to seek permission to attend their event to conduct the survey (*2-3 hours per month x 10 months = 20-30 hours*)
 - Attend 3-4 arts and cultural events per month for 10 months (*8 hours per month x 10 months = 80 hours*)
 - Set up a booth, ask audience members to fill out a paper survey or click to a QR code
 - Submit paper surveys to Americans for the Arts by US Postal Service in batches in August, November, February, and May
 - Ensure the diverse representation of events in terms of artform/content and venue, and audiences in terms of race, ethnicity, age, disability, gender, LGBTQIA+, socio-economic level, and other characteristics.
3. Coordinate a Nonprofit Survey (*5 hours total*)
 - Survey will be provided by Americans for the Arts
 - Compile a list of eligible nonprofit organizations by November 4, 2022
 - Work with Arts United staff to encourage participation in the survey by the Regional Arts Council members and other qualified arts and culture nonprofits

Position Qualifications:

The ideal candidate is pursuing an Associates or Bachelor's degree in arts management, public management, nonprofit management, business management, marketing, political science, or any other similar program. The ideal candidate can demonstrate strong interpersonal skills, comfort with technology and computers, organizational skills, and attention to detail through prior work experience and/or coursework.

Compensation:

Arts United will pay the intern an hourly rate of \$15 per hour (not to exceed \$2,500). Arts United will also reimburse the intern for mileage to and from events from any point in Allen County (not to exceed \$500). Payments will be made biweekly for hours worked and mileage reimbursement.

To Apply:

Submit a cover letter and resume to Arts United President & CEO Susan Mendenhall at smendenhall@artsunited.org by Thursday, June 30, 2022. The job opening will be closed when the position is filled.