



GREATER PITTSBURGH ARTS COUNCIL

Arts loud and clear

Summer 2012 Internship

Cultural Policy & Research
Approximately 20 hours/week

The Greater Pittsburgh Arts Council is the region's arts services and arts advocacy organization offering a variety of programs and activities to support the arts community. Programs include grants to support organizations, arts projects, individual artists and arts managers; pro-bono professional consulting and on-staff technical assistance; a ticket service for small to mid-sized organizations; educational workshops and forums focusing on various arts management issues; and membership-based advocacy efforts.

We are currently seeking a graduate student to serve as an intern for the summer of 2012 with potential for fall 2012 semester as well. The intern will work directly with the Manager of Cultural Policy and Research on a variety of projects and initiatives aimed at creating a solid foundation for future advocacy and research efforts.

Policy and Advocacy

Ongoing state budget issues and upcoming elections will present a number of opportunities for the Greater Pittsburgh Arts Council in the coming year. Our efforts this summer will be focused on keeping the local arts community engaged in advocacy efforts surrounding the state budget and building and strengthening relationships with state and local legislators. The CPR intern will be responsible for providing assistance with the following:

- Building and establishing relationships with the offices of state legislators and city & county council members.
- Efforts surrounding the upcoming release of research.
- Developing long-term plans for advocacy outreach and communications efforts.
- Preparing for meetings with state and federal legislators to discuss arts and culture policy issues.
- Developing CPR metrics to assist in our future efforts and enable us to gauge our progress over time.
- Assisting in Pennsylvania State budget related advocacy efforts.
- Other projects as needed.

Research

The Arts Council's CPR department is focused on building a body of research related to the arts and culture sector in our region. The intern will be asked to assist in updating the standard list of facts and figures relevant to our advocacy and policy efforts. Additionally, the intern will be responsible for continuing current research on the ways that other states fund arts and culture. Assisting in other tasks including:

- Helping to maintain up-to-date information on elected officials including contact information, voting history, background information, legislative staff, etc. during our migration to a new database.
- Tracking local, regional and national legislative and policy issues relevant to the arts and cultural community and preparing packets of relevant information to distribute to legislative offices when needed.
- Compiling studies and other data related to the nonprofit arts and culture industry.
- Developing issue oriented advocacy content for written materials on newsletters and websites.

Opportunities

The CPR intern will have a number of opportunities to gain knowledge and experience relevant to their degree program including:

- Experience dealing with legislative office staff and local, state and federal elected officials.
- Advocacy training and tactics usually used by arts and culture advocates as well as those used by lawyers.
- Knowledge of the PA Cultural Data Project (PACDP) and its uses as a research and reporting tool, with full administrative access (afforded to the Arts Council as a governing group member).
- Coordination of cooperative advocacy efforts on a local, state and national level.
- Development of the basic facts and figures necessary to effective arts advocacy efforts.
- Experience in rallying support and cooperation from a very diverse group on constituents for policy, advocacy and research efforts.
- First-hand experience working in a small non-profit arts and culture organization.

Required Experience and Skills

- Strong research and analytical capabilities
- Excellent proficiency in writing
- Strong interpersonal skills
- Strong organizational and clerical skills
- Ability to work both with and without hard deadlines
- Ability to manage a variety of tasks simultaneously
- Ability to work independently in open office environment or on your own
- Basic knowledge of Microsoft Office Suite
- Genuine interest in wide range of arts organizations and the value of the arts to the quality of life
- GIS Mapping skills a plus, but not necessary

Hours are flexible, but intern is expected to demonstrate professionalism in working at least 20 hours per week during regular business hours.

If interested, please contact Ryan Freytag, Manager of Cultural Policy & Research at rfreytag@pittsburghartscouncil.org