



LBI Foundation of the Arts & Sciences Summer Internship Opportunities

As a 501(C)3 non-profit organization, the LBIF works daily to promote the arts and sciences on Long Beach Island and in the surrounding communities by enlightening, educating, and stimulating thought and discussion about current trends.

The LBIF has continued this vision by offering thousands of classes, workshops, exhibitions, events, and educational programs to the community - all of which have been possible due to its dedicated staff, Board of Trustees, generous donors, members, interns, and volunteers.

If you are a Senior in High School or an undergraduate in college, please consider joining our team as a committed intern, ready to help promote and serve LBIF's mission. Our summer season is a busy one and we can offer valuable experience to help prepare you for college or gain additional experience while you are in college. Take a moment to learn about our internship opportunities, qualifications, and requirements to see if interning at the LBIF is right for you!

INTERN QUALIFICATIONS & REQUIREMENTS

- Fully reliable with accessible transportation mandatory
- Must possess the ability to work independently and within a team environment
- Resourceful, creative, and a self-starter
- Excellent organizational skills
- Adept at multi-tasking
- Outstanding verbal and written communication skills
- Proficient with PC-based programs (MS Word, Excel, etc.). Some positions may require additional program knowledge requirements
- Our summer intern positions are unpaid. All interns must be able to commit to a weekly schedule with a minimum of 10hrs/week. We will be flexible with your schedule, but do ask that you are able to commit to one weekday and one weekend per week, which will change based on programming, and depending on specific internship responsibilities
- Interns may be asked to bring their own laptops

AVAILABLE SUMMER INTERNSHIPS

- **SOCIAL MEDIA & MARKETING – SPECIAL EVENTS**
 - Distribute marketing materials to local businesses on a weekly basis – access to transportation is mandatory
 - Take photos of daily activities at LBIF and create interesting, engaging content daily on social media including Facebook & Instagram for LBIF Special Events
 - Work with staff to help create event-specific signs and ads
 - Design and compose email blasts
 - Distribute and collect surveys and informational material to guests
 - Post programs and events on online community calendars
- **SOCIAL MEDIA & MARKETING – PROGRAMMING**
 - Distribute marketing materials to local businesses on a weekly basis – access to transportation is mandatory
 - Take photos of daily activities at LBIF and create interesting, engaging content daily on social media including Facebook & Instagram for LBIF Programming
 - Attend evening Family Nights and Adult Nights Out and promote on social media
 - Design and compose email blasts
 - Post programs and events on online community calendars
 - Update sandwich board weekly with upcoming events and programs
 - Manage front desk slide show/in-house marketing

- **SPECIAL EVENTS**

- Help with all aspects of the set up and break down of special events, including fundraisers, major annual events, and weddings
- Work with staff to implement day-of event schedule and production
- Work directly with the Special Events Coordinator to manage Wedding Wire account and contact local vendors
- Assist with any administrative tasks leading up to and following an event, including: roster management, creation of event signage, mailings, etc.
- Promote LBIF membership at events and come up with creative ways to encourage membership throughout the summer
- Assist the Programming Coordinator with annual House Tour in August
- Assist with volunteers as needed
- Our interns are required to work a minimum of 10 hours/week. The Special Events Intern is requested to be available for as many of our special events as possible throughout the summer.

- **CERAMICS**

- Assist the Ceramics Manger with daily activities including cleaning and maintenance of the ceramics studio and equipment
- Assist faculty during classes and workshops
- Assist with loading and firing of the electric, gas, Raku and salt kilns
- Make and fire your own ceramic work!

- **SUMMER CAMP**

- Assist with weekly administration tasks
- Assist with camper check in
- Schedule social media posts
- Responsible for taking ownership of camp social media accounts, growing & captivating our audience
- Send out weekly email updates
- Assisting with marketing efforts & projects regarding camp

- **SCIENCE**

- Assist with Discovery Days (twice weekly)
- Special projects as assigned by Science Committee
- Assist with annual Barnegat Bay Day (July 10)
- Assist with scheduled guided tours and field trips

- **GALLERY**

- Assist the Gallery Coordinator with all aspects of an exhibition
 - Work on artist contracts
 - Artist correspondence
 - Create exhibit materials, including labels and signage
 - Hang an exhibit
 - De-installation, packing, and shipping
- Attend exhibition openings & lectures to assist the Gallery Coordinator and take photos
- Take photos of work in exhibitions for archives
- Assist the Gallery Coordinator with preparing for annual Arts Festival & attend the event on July 19 & 20

PHOTOGRAPHY INTERN

LBIF is looking for a student who has a passion for and experience in photography. Photography is essential for the marketing of our organization and the overall branding of our organization

- Photograph LBIF major annual events. Specifically, we wish to see a wide variety of portraits of guests and students, as well imagery of overall scope of all events, as well as intimate details, décor, etc
- Color editing of all photography
- Compile organized archives of all event photography to be used in real marketing campaigns for the LBIF and to be accessed by other interns and staff

- Work with fellow interns and staff in other departments to work together for the marketing of all events and classes
- Take snapshots of day-to-day activities of the LBIF, which include but are not limited to: adult classes, children's summer camp, science-related excursions on the LBIF grounds, tennis, ceramics studio activity, guest speakers, exhibitions