

SNOHOMISH COUNTY INTERNSHIP DESCRIPTION

INTERN – CULTURAL ARTS INTERN

Spec No. 9205

SNOHOMISH COUNTY INTERNSHIP PROGRAM

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

BASIC FUNCTION

To provide administrative support services to the Snohomish County Economic and Cultural Development Manager.

STATEMENT OF ESSENTIAL INTERNSHIP DUTIES

1. Assists with coordinating special events such as concerts, lectures, presentations and art exhibits.
2. Assists with writing and editing communication and promotional materials, including press releases, newsletters, brochures and other outreach materials. Assists in drafting content and maintaining website.
3. Assists with creating and scheduling content for all social media channels and website ensuring that all content is synchronized and cohesive. Assists in the scheduling of content calendar for social media channels.
4. Assists in the preparation of reports, board minutes and other correspondence as needed.
5. Assists with researching data and populating databases.
6. Assists with administrative support as required.

STATEMENT OF OTHER INTERNSHIP DUTIES

7. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may either provide proof of summer or fall enrollment.

Must be currently working towards a degree in communications, hospitality, business, or closely related field.

PREFERRED QUALIFICATIONS

- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Prezi, mail merges; email and web searches.
- Proficiency, familiarity and facility with mainstream social media platforms, including but not limited to Facebook, Twitter, Instagram, Pinterest and Snapchat.
- Experience serving as liaison with vendors, artists and musicians.
- Ability to manage multiple projects and work assignments simultaneously.

SPECIAL REQUIREMENT

Must have a valid Washington State Driver's License.

KNOWLEDGE AND ABILITIES

Increase Intern Knowledge of:

- logistics development and program management;
- marketing principals;
- Microsoft Office suite and basic photo-editing software;
- the organization, structure and function of county government;
- business writing and report preparation;
- maintaining required records and preparing necessary reports;
- research and analysis techniques;
- client interaction and project management.

Increase Intern Ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population;
- prepare clear and concise written reports and presentations;
- prioritize and resolve problems;

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KNOWLEDGE AND ABILITIES (Continued)

- exercise initiative and judgment and make decisions within the scope of assigned responsibility;
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and the general public;

SUPERVISION

Intern will receive direction from the Economic and Cultural Development Manager as assigned. Specific instructions are given for most assignments. The work is reviewed for completeness and accuracy or the employees perform tasks which have checks built into the nature of the work.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2016

EEO Category: 5 – Paraprofessional

Intern Wage: Unpaid

Workers Comp:

Intern not receiving academic credit for internship: 6901 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage.