



LoKo Arts Internship

LoKo Arts seeks a team of 4-8 interns to serve as members of the LoKo Arts planning committee. The responsibility of the LoKo Arts Committee is to work with the LoKo Arts Coordinator to manage the selection, planning, promotion, and implementation of LoKo Arts programming.

LoKo Arts funds arts experiences for the campus community (and general public) throughout the academic year, including individual events and a multi-day Festival. Programs funded by LoKo Arts present all arts disciplines: visual arts, music, literary arts, and film.

LoKo Arts is made possible by the generosity and artistic vision of Kathryn (Kofoed) '54 and Donald Lougheed (Hon. '54)

Reports to: Jill Breit, Art Collection Manager and LoKo Arts Coordinator

Application deadline: February 1, 2026

How to Apply:

Interested candidates should submit the following to Jill Breit at breitjr@potSDam.edu

- Cover letter explaining interest in the internship
- Resume
- Class Schedule (including any potential conflicts that may arise over the semester)

Credit and compensation:

1-3 credits per semester. Applicants are encouraged to apply for a 2-semester commitment to participate in a full LoKo Arts cycle.

Successful applicants may apply through Work Study (where eligible) or Applied Learning for a stipend to support their internship.

Responsibilities:

- Work with all members of the LoKo Arts Committee to support the coordination and execution of LoKo Arts events, including scheduling, logistics, and on-site support
- Assist with marketing efforts: write press releases, manage social media, and design marketing materials
- Maintain and update event listings, calendars, and promotional platforms
- Provide front-of-house and hospitality support for artists and presenters
- Participate in outreach to students, faculty, and community members
- Track attendance and contribute to post-event reports and data analysis

Each member of the committee will participate in general responsibilities, as well as commit to specialization in one of the following: graphic design, social media, event management. The position is a combination of in-person and remote work.

Committee members will be mentored and provided with training to support them in fulfilling their responsibilities.

Qualifications:

- Current SUNY Potsdam student in good academic standing (all majors welcome; priority to arts-related majors)
- Excellent organizational skills and attention to detail
- Strong verbal and written communication skills
- Familiarity with platforms like Canva, Microsoft Office Suite, Adobe Creative Suite, In Design, and social media
- Comfort working in a team environment to manage multiple priorities
- Availability for evening/weekend work as needed
- Passion for the arts and community engagement

NACE Career Readiness Competencies Acquired:

Career & Self-Development

- Gain real-world experience in event planning, marketing, and leadership
- Identify strengths and growth areas through mentorship and feedback
- Build professional networks with faculty, artists, and arts administrators

Communication

- Draft and adapt promotional materials for multiple platforms and audiences
- Communicate clearly with fellow committee members, artists, departments, and the public
- Practice professional correspondence across phone, email, and in-person interactions

Critical thinking

- Troubleshoot event logistics and scheduling challenges
- Analyze and improve existing systems for project planning and follow-through
- Propose new workflows and digital tools to improve LoKo Arts' operations

Professionalism

- Demonstrate punctuality, preparedness, and attention to detail
- Represent LoKo Arts with integrity in public-facing roles
- Uphold high standards in communication, marketing, and artist support

Teamwork

- Collaborate across departments and disciplines to ensure excellence in all LoKo Arts programs
- Balance independent tasks with collaborative planning sessions
- Support a positive, respectful team culture

Technology

- Use social media platforms, digital design tools, and collaboration software to fulfill job responsibilities

- Implement technology solutions for improved project management and communication
- Track digital engagement and apply insights to outreach strategy

Disclaimer

This job description outlines the general nature and responsibilities of the position. Duties may evolve based on the program's needs.