



CRESTED BUTTE CENTER FOR THE ARTS

CFTA Intern Internship Description

CFTA Intern

Job Status: Seasonal Part-Time Non-Exempt
~10 hours/week, June-August

Compensation: \$18/hour

About the Center for the Arts

The Center is home to popular signature events and a wide variety of indoor and outdoor attractions. Visitors young and old enjoy a year-round schedule of live music, dance and theater performances as well as art exhibits, speakers and much more. For more than 20 years, the Center has been committed to providing arts and cultural experiences that inspire and entertain all audiences, whether they call Crested Butte home everyday or just for the weekend. The Center strives to enrich and engage the community by fostering artistic expression and cultural experiences in the Gunnison Valley. Our vibrant facility, diverse programs and community outreach provide the common ground for all of our visitors to experience arts and culture in a whole new way. Truly unrivaled in Colorado, the Center for the Arts brings people together to share captivating, transformative, and fun experiences that enliven the creative soul and are essential to the vitality of our community.

Position Overview

Are you passionate about the arts, event production, and community engagement? The Center for the Arts (CFTA) is excited to offer a dynamic, immersive summer internship designed to provide hands-on experience in arts administration, event planning, and production.

As a CFTA Summer Intern, you'll work closely with our talented staff, gaining valuable skills and insights into the operations of a vibrant arts organization. This internship is ideal for upper division high school students, recent graduates, or college students eager to develop their skills in arts programming, marketing, and event execution.

Key Responsibilities

- Assist with the planning and execution of summer events, including concerts, gallery exhibitions, the annual Gala (Arts Ball) and festivals

- Contribute to marketing efforts such as social media content creation and promotional material distribution
- Provide front-of-house support, including greeting guests, managing will-call, and assisting with ticketing
- Provide general administrative support, including data entry, filing, and office organization
- Collaborate with staff on special projects based on intern's interests and organizational needs

Qualifications + Skills

- Strong interest in nonprofit arts administration, event production, and community engagement.
- Excellent organizational and communication skills.
- Ability and willingness to learn digital tools (Humanitix, Canva, Planning Pod, etc.).
- A positive attitude, adaptability, and willingness to take initiative.

To Apply

This is a part-time position starting immediately. Email cover letter and resume with references to erika@crestedbuttearts.org. Please put 'CFTA Intern' in the subject line. E.O.E. For more information on the Center for the Arts, please visit www.crestedbuttearts.org.

Deadline for Applications: Monday, May 12, 2025 at 12:00 PM MT

Please note this job description is not designed to cover or contain a comprehensive listing of activities. The Center for the Arts is a collaborative organization that relies on teamwork to do great things.

Equal Opportunity Employment Statement

Center for the Arts (CFTA) is committed to having diverse voices in our organization and coalitions. We seek collaboration with those who bring a range of perspectives, skills, and experiences to the work of advancing our mission. We strongly encourage and seek applications from BIPOC (Black people Indigenous peoples, and People of Color), people with disabilities, women, men, non-binary individuals, bilingual and/or bicultural individuals, immigrants, veterans, and queer/LGBT+ individuals. CFTA is an equal opportunity employer.