

PUBLIC INFORMATION FELLOWSHIP 2008 - 2009

The Connecticut Commission on Culture and Tourism (CCT) is pleased to offer a part-time public information fellowship open to recent college graduates with a demonstrated interest in the arts.

CCT is committed to providing educational opportunities in the arts for young people. We believe the best way to build participation in the arts is to offer first-hand experience in the varied aspects of the arts and arts management field.

The fellowship is designed to provide on-the-job training and meaningful learning experiences for qualified individuals aspiring to careers in the arts. Fellows will:

- work closely with the Arts Division's professional staff
- meet and interact with a wide variety of artists and arts professionals
- establish contacts at the state, regional, and national levels
- gain managerial and technical skills in specific areas of interest
- develop a broad overview and perspective of the functions of a state arts agency

RESPONSIBILITIES

The Public Information Fellow will assist with the development, coordination, and dissemination of arts information services. This includes managing databases, posting and updating content (such as PDF documents, application forms, digital photos) on the CCT website, and helping constituents connect to proper information.

STIPEND

The fellow will be awarded a \$30,000.00 annual stipend with a required commitment of 30 hours a week for 50 weeks.

ELIGIBILITY

CCT is seeking highly motivated college graduates with a strong interest in the arts. Excellent organizational, interpersonal, and communications skills are necessary. Candidates **must** possess strong computer/database skills including PC, Microsoft programs (Word, Excel, and Access), Adobe programs (Photoshop, InDesign, and Acrobat Professional), digital camera/photography experience, as well as competence in writing and editing. Candidates must be able to work independently.

Current fellows can apply no more than three years in any single fellowship or combination of fellowships.

HOW TO APPLY

Please send cover letter (stating your career goals, areas of interest, and experience), current resume, and two letters of recommendation by September 5, 2008 to:

An-Ming Truxes, Arts Division Director
Connecticut Commission on Culture and Tourism
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Finalists will be called for interviews.