



SUMMER INTERNSHIP PROGRAM 2021

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ARTS INTERNSHIP

Intern will assist with duties in several areas within the Arts Department to acquire a sound knowledge of the daily operations of the Jasper Arts Center and Cultural Center. Perform tasks to assist with show equipment, help with projects and supporting the JCAC website. The Intern will also work with summer ARTventures programs and classes. Will also support the annual Chalk Walk Arts Festival.

COMMUNITY DEVELOPMENT/PLANNING INTERN

Intern will assist with duties in several areas within the Community Development and Planning Department to gain experience in operations of the City of Jasper as they relate to economic development, community development, planning and communications. Must be able to write news releases and assist in the creation of print, video and other mediums for distribution of information to the public. Assist with special projects including program design, implementation and evaluation. Intern must be enrolled in a related degree field.

LEGAL INTERNSHIP

Intern will assist the City Attorney in numerous areas by researching statutes, recorded judicial decisions and other legal resources and materials to prepare responses to issues regarding legal matters. The intern will draft correspondence, memoranda, rules and/or regulations, case summaries for review, approval, signature and/or use by the City Attorney. Provide assistance via document handlings, discovery matters, and filing documents. Intern must be enrolled in a related degree field.

Submit resume with cover letter of interest via email to

hra@jasperindiana.gov or mail to:

PERSONNEL DIRECTOR

EOE #INTERN

c/o City of Jasper

PO Box 29

Jasper, IN 47547-0029

An Equal Opportunity Employer