



Arts Education Intern

Job Description*

About ArtsBridge Foundation

Our Mission is to "*Expand arts education for all Georgia students*" and our Vision is to ensure "*Everyone has access to arts experiences.*" Our Mission and Vision drive our daily focus, to provide exceptional arts education programs and experiences designed to engage, motivate, and elevate our public, private, charter and home school students, K-12, throughout the state of Georgia. In collaboration with local, national, and international artists and arts organizations, ArtsBridge paves the way for students to experience and benefit from the positive power of the arts. Learn more at www.artsbridgega.org.

Introduction

The Arts Education Intern will work closely with ArtsBridge staff to advance programmatic objectives for the organization and will gain valuable hands-on experience in a nonprofit arts education organization while improving their organizational, communication, development, and management skills. The Intern's responsibilities will include research, administrative support, and project management.

Duties and Responsibilities

The Intern's duties and responsibilities may include:

- ★ Perform background research
- ★ Assist with implementation of current and new arts programs
- ★ Develop promotional materials
- ★ Create content and assist with ArtsBridge social media accounts (FB, Instagram, Tik Tok)
- ★ Plan and prepare materials for ArtsBridge-sponsored donor and stewardship events
- ★ Provide operational and administrative support as needed
- ★ Assist with documentation and analysis of programs/shows

Internship Timeframe

Academic Year; Days and times negotiable; Some weekends and weeknights required.

To prepare for this work, during the first week, the Arts Education Intern will receive orientation on ArtsBridge Foundation operations and its four main pillars of programs: **Field Trips, Professional Development, Family Programs, and Georgia High School Musical Theatre Awards** – Shuler Hensley Awards®, winner of a 2018, 2019, 2020, and 2021 Southeast Emmy®.

Qualifications

Interested candidates must have the following qualifications:

- ★ Admission at a college or university (semester schedule to be provided) or a high school diploma
- ★ Experience in a performing arts administration, education administration, customer relations, fundraising, or sales development setting preferred
- ★ Experience with social media platforms (YouTube, Facebook, Tik Tok, etc.)

And abilities:

- ★ Follows directions with minimum supervision
- ★ Has strong reading, writing, and proofreading skills
- ★ Communicates clearly and professionally in oral and written forms; Has tact and discretion in communicating and coordinating information
- ★ Maintains professional appearance and demeanor
- ★ Has superb organizational and project management skills; Pays attention to detail; Can juggle multiple projects/communications; Is a self-starter
- ★ Is proficient in Windows, Microsoft Office (Word and Excel), Outlook
- ★ Works well with staff, volunteers, vendors, and more
- ★ Is flexible with internship duties and work timeframes (including some weekends and evenings)

And commit to the following:

- ★ I.D.E.A. (Inclusion, Diversity, Equity, Access) for all
- ★ Camaraderie
- ★ Ridiculous sense of humor

Learning Objectives

At the end of the internship, the Arts Education Intern will learn how to collaborate with a team to advance programmatic goals. The Intern will gain valuable insights into nonprofit arts administration and development, and the value of arts education to K-12 students. Lastly, the Intern will gain important organizational, communication, and management skills she/he/they can utilize in the future.

Compensation

The position is unpaid but comes with a small honorarium at the end and is eligible for college credit.

How to Apply

To apply, please email resume and cover letter to **Jennifer D. Dobbs**, executive director, at jdobbs@artsbridgega.org.

*Subject to change