



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 homeschooled 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 will 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, Twitter, Instagram)
- * 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**, winner of a 2018 and 2019 Emmy®.

Qualifications

- Must be an admitted student of a college or university (semester schedule to be provided)
- Interest in arts education and/or performing arts background preferred
- Experience in a performing arts administration, education administration, customer relations, fundraising, or sales development setting preferred
- Ability to follow directions with minimum supervision
- Ability to communicate clearly and professionally in oral and written forms
- Professional appearance and demeanor. Positive attitude. Advanced interpersonal and social skills.
- Tact and discretion in communicating and coordinating information. Understanding of and ability to communicate with diverse communities.
- Good organizational and project management skills
- Ability to juggle multiple projects/communications
- Strong reading, writing and proofreading skills
- Demonstrate attention to detail and willingness to show initiative in a fast-paced sales environment
- Hard-working, self-starter with a pleasant phone manner and positive attitude
- Computer and internet proficiency: Windows, Microsoft Office (Word and Excel), Outlook
- Experience with social media preferred
- Ability to work well with staff and our network of volunteers
- Flexibility with work duties and work timeframes (including some weekend/evenings)
- Openness to change, creative spirit, and 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 s/he can utilize in the future.

Compensation

The position is unpaid, but 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.