

**Internships**

**About the Program:**

As part of the educational mission of ArtsConnection, we provide comprehensive internships for teens and adults seeking professional and educational experience in the areas of Marketing and Development, and Teen Programs/Youth Development. If you are a teen, undergraduate/graduate student, recent graduate or early career professional, you are welcome to apply for this program. We seek applicants who demonstrate an enthusiastic interest in the arts education field and a desire to learn and grow.

**Internship Benefits:**

* Participation in ArtsConnection events and workshops
* Access to performances and exhibitions in the city
* Exposure to all departments and staff of the organization
* Attendance at department and full staff meetings
* Build a professional network and valuable references
* Site visits with other arts and education organizations
* Receive a stipend of $300 per internship
* Receive credit (where applicable)

**To Apply:**

A complete application consists of:

* A cover letter describing your career path and how it relates to being an intern at ArtsConnection.
* A resume including any administrative and relevant experience

All material should be addressed to AC Internship Program

*Please specify the internship for which you are applying*

Please submit your application only once by the one of the following means:

ArtsConnection Internship Program:

520 Eighth Ave. Suite 321, New York, NY 10018

e-mail: [artsconnection@artsconnection.org](mailto:artsconnection@artsconnection.org)

fax: 212.302.1132

(no phone calls please)

DEADLINE:

Fall (September-December): Wednesday September 10th (or before)

**Internships Available**

MARKETING AND DEVELOPMENT INTERN

The marketing and development department at ArtsConnection consists of a team of staff working together to fundraise for and market the organization. This internship is an excellent opportunity to gain valuable hands-on experience in fundraising, event planning, and marketing for a non-profit arts organization. Duties include, but are not limited to: Assistance in coordinating fundraising and/or cultivation events; help with funding appeals and other outreach; researching potential funding sources and marketing outlets; assisting in the facilitation of online marketing and public relations efforts; assisting in constituent outreach, administrative duties and long-term planning efforts. *SPRING/FALL (minimum 10 per week, 12 weeks)*

TEEN PROGRAMS INTERN.

The Teen Programs at ArtsConnection, consists of a team of staff working together to facilitate **out-of-school** **time** arts based events, workshops, and youth development opportunities for middle and high school students. It is an excellent opportunity to gain valuable job readiness experience as a teen and youth development and arts administration experience. Duties include, but are not limited to: assisting in the administration of student art exhibitions (Student Art Program), facilitating activities with the teen advisory council and high5 tickets; facilitating, mentoring, and editing teen responses to arts experiences through social media and online (TRaC).

*SPRING/FALL (minimum 10 hours per week, 12 weeks)*