



## 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:**

Winter/Spring : Friday January 9<sup>th</sup>

## 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)*