

**Title:** Arts Admin Intern

We are seeking a motivated, organized, and dedicated individual to fill the position of Arts Admin Intern. The intern will apply principles learned in school through practical hands-on work assignments in Arts Administration. Individuals who are passionate about serving children through arts administration, especially underserved children and being a part of a new and developing organization are especially encouraged to apply.

**Throughout the internship, the intern will:**

- Compile and research an array of grant opportunities for the Arts Collab to expand arts education programming;
- Research and create content to be shared through communication and social media platforms, manage contact lists;
- Research methodologies for arts as part of social and emotional education;
- Schedule, coordinate, and prepare materials for meetings and events as requested;
- Assist with program documentation and evaluation;
- Attend organizational meetings and events as available;
- Complete other projects as assigned.

**The ideal candidate will possess the following qualifications:**

- Demonstrated ability to produce clear, concise, and polished written material without errors;
- Demonstrated ability to work independently;
- Understanding of the role of the arts as a tool for educational transformation;
- Excellent organizational skills, ability to meet deadlines, and proficiency in Microsoft office suite including excel;
- Ability to conduct research and synthesize information, ask questions and seek clarification when needed;
- Politeness and professionalism while on the job including phone, email, and mail;
- Contribute to team effort by accomplishing related results as needed;
- Access to computer, reliable internet connection, and Zoom account.

**Supervisor:** Executive Director

**Working Conditions:** Due to COVID-19, all work will be done remotely until it is safe to meet in person. Start/end date and weekly hours assigned based on availability.

**Compensation:** No monetary compensation; course credit where applicable.

**Apply:** Send 1) resume and 2) 1-2 page cover letter to [collaborate\[at\]birminghamartsed\[dot\]org](mailto:collaborate[at]birminghamartsed[dot]org) with "Arts Admin Application" in the subject line. Please address the following topics in your cover letter: 1) How this internship supports your personal, educational, and professional goals 2) A time when you demonstrated initiative and leadership—describe the situation, your response, and the related outcomes 3) A past example that demonstrates your approach to tackling tasks that are new to you. Opportunities available each semester: fall, spring, or summer and applications are accepted on a rolling basis.

***About the Greater Birmingham Arts Education Collaborative***

*The Greater Birmingham Arts Education Collaborative is part of the Artistic Literacy Consortium, a statewide partnership funded by Alabama State Council on the Arts, the Alabama State Department of Education and the National Endowment for the Arts. Additional support is provided by the Alabama Arts Alliance and the Alabama Institute for Education in the Arts. Our mission is to empower our community to increase student access to quality arts education as part of the Artistic Literacy Consortium. The Arts Collab provides arts education programs to schools, convenes Birmingham's Arts Education Network, and provides professional development to teachers and arts professionals on arts integration. The Arts Collab is a nonprofit, 501(c)(3) organization.*