



# Art-Reach

1501 Cherry St  
Philadelphia, PA 19102

## **Program Intern:**

The Program Intern will report directly to Art-Reach's Manager of Member Programs and Director of Strategic Partnerships to support the day-to-day operations of Art-Reach's core programs. This virtual internship will provide hands-on experience and insight into a small, fast-paced nonprofit organization. Interns will gain experience working with local arts organizations, human service agencies, and members of the disability community. We hope that an internship with Art-Reach will ignite a passion for making the arts more inclusive to underrepresented audiences!

## **Responsibilities include:**

- Administrative tasks to support Art-Reach's Membership, ACCESS and STAMP Programs
- Conducting outreach to Art-Reach's network of cultural partners and human service agency partners
- Updating constituent records using Neon CRM
- Editing a monthly e-newsletter for Member Organizations
- Supporting the Programming Department to facilitate program events and special projects as needed

## **Ideal candidates will demonstrate:**

- Interest in Art-Reach's mission of creating equitable access to the arts
- Strong written, verbal, organizational and interpersonal skills
- The ability to work independently and proactively
- Customer service skills
- Detail-oriented and deadline driven
- Strong interest in working in the cultural sector
- Experience working with a CRM database preferred

## **Time Requirements:**

If you are a student, we are happy to work with your university to meet graduation requirements. Interns will be expected to work January through May, 16-24 hours per week during typical business hours.

**Qualifications:** Minimum of high school diploma. Recent graduates or students seeking arts-related or relevant degrees. Experience working with ticketing software or databases a plus.