



# Art-Reach

1501 Cherry St  
Philadelphia, PA 19102

## **Arts Administration Intern:**

The Arts Administration Intern will support Art-Reach's development, communications, and administrative efforts and report directly to the Executive Director, Assistant Director of Development, and Assistant Director of Communications. Tasks include processing individual donations, grants management, social media marketing, special event planning, and nonprofit administration. The Arts Administration Intern will gain hands-on experience working in a small, fast-paced nonprofit, the opportunity to work on substantial projects that support the mission of Art-Reach. We hope that an internship with Art-Reach will ignite a passion for making the arts more inclusive to underserved audiences!

## **Responsibilities include:**

- Processing individual donations and donor acknowledgements
- Grant management
- Prospective donor and grant research
- Special event support including contacting sponsors, processing ticket purchases, and on-site assistance
- Support of communication efforts including social media, annual appeals, and monthly newsletters
- Assisting the Executive Director with administrative and board-related tasks

## **Ideal candidates will demonstrate:**

- Interest in Art-Reach's mission of expanding cultural accessibility for underserved audiences
- Strong written, verbal, organizational and interpersonal skills
- Detail-oriented and deadline-driven
- The ability to work independently
- Experience working with a CRM database preferred
- Experience with Microsoft Outlook, Adobe Creative Suite and website management a plus

**Hours:** 16 -24 hours per week

**Qualifications:** Recent graduate or student seeking Arts Administration, Nonprofit Management, or relevant degree.

Fall: September – December **Ideal start date: Week of August 20, 2018**

Spring: January – April **Ideal start date: Week of January 7, 2019**

Summer: May – August **Ideal start date: Week of May 13, 2019**