



Art-Reach

1501 Cherry St
Philadelphia, PA 19102

Program & Membership Intern:

The Program & Membership Intern will report directly to Art-Reach's Director of Programming and Membership Services Coordinator to support the day-to-day operations of Art-Reach's core programs. The Program & Membership internship will provide hands-on experience and insight into a small, fast-paced nonprofit organization. Interns will gain experience working with hundreds of arts organization, human service agencies, and members of the disability community. Interns will also learn to use Salesforce (a widely used CRM database) and disability etiquette. We hope that an internship with Art-Reach will ignite a passion for making the arts more inclusive to underserved audiences!

Responsibilities include:

- Organizing trips for Art-Reach members to local arts and cultural institutions
- Helping to facilitate Art-Reach's annual Ticket Pledge Drive to collect discounted tickets to live arts performances for the 2019 program year
- Assist the Member Services Coordinator with monthly invoicing and reporting
- Special projects assigned to connect underserved communities to the arts
- Supporting the programming department to facilitate program events
- General office administration

Ideal candidates will demonstrate:

- Interest in Art-Reach's mission of expanding cultural accessibility for underserved audiences
- Strong written, verbal, organizational and interpersonal skills
- The ability to work independently
- Customer service skills
- Detail-oriented and deadline driven
- Strong interest in working in the cultural sector
- Experience working with a CRM database preferred

Hours: 16 - 24 hours per week

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.

Fall: September – December **Ideal start date: Week of September 4, 2018**

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

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