



# Art-Reach

1501 Cherry St  
Philadelphia, PA 19102

## **ACCESS Philly Intern:**

The ACCESS Philly Intern will report directly to Art-Reach's Director of ACCESS Philly to support the day-to-day operations of our program expansion. The ACCESS Philly internship will provide hands-on experience and insight into a small, fast-paced nonprofit organization. Interns will gain experience working with various arts organizations 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:**

- Assist with ACCESS Pass data entry in Salesforce
- Process ACCESS Pass applications
- Manage card printing and ACCESS Pass materials fulfillment
- Fulfill requests for ACCESS Philly marketing materials
- Work with Director of ACCESS Philly to develop email marketing and social media communication for our current and prospective ACCESS Pass holders
- Compiling monthly program metrics
- General office administration (printing, filing, copying, research, etc.)
- Other tasks may be assigned as needed

## **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.