Art-Reach

Program Internship Description

The Program Intern will work closely with the Art-Reach Program Team to support the day-to-day operations of Art-Reach's core programs. This internship will provide hands-on experience and insight into a small, fast-paced nonprofit organization.

Interns will receive an introduction to cultural accessibility from a team that is fiercely passionate about making the arts accessible and affordable to everyone. The Program Intern will learn about nonprofit management, planning and facilitating accessible programs, CRM database management, and cultivating meaningful art experiences for people with disabilities. Interns will gain experience working with local cultural organizations, human service agencies, and members of the disability community.

This intern will play an active role in supporting Art-Reach's community programs that serve the disability and low-income communities, as well as our education programs that provide professional development to arts and cultural workers. Key responsibilities will include responding to inquiries about our programs and providing administrative support for Art-Reach's partnership with the Pennsylvania Horticultural Society, in which we distribute approximately 5,000 tickets for the Philadelphia Flower Show to our community.

Responsibilities include:

Philadelphia Flower Show Project

- Coordinating ticket requests and ticket distribution for Art-Reach's partnership with the Philadelphia Flower Show
- Tracking and maintaining accurate records of distributed tickets and community feedback
- Facilitating registration and event support for an Audio Description tour of the Philadelphia Flower Show

Community Program Support

- Conducting outreach to Art-Reach's network of human service agencies, ACCESS Cardholders, and community members about upcoming programs
- Responding to email and phone inquiries from community members
- Communicating with staff at participating ACCESS Program sites to collect monthly visitation reports
- Data entry and administrative tasks using various systems, including Neon CRM, Airtable, and Microsoft Office
- Supporting the Communications team on in-person site visits to create social media content at participating ACCESS sites
- Supporting Art-Reach staff for various virtual and in-person program events, including ENCORE teaching artist workshops, accessible pilot programs at local arts and cultural sites, and Art-Reach partner gatherings.

Education Program Support

- Providing technical support for Art-Reach's Accessibility Basics webinar series
- Editing captions for online recordings of Art-Reach trainings, webinars and program events
- Research and administrative tasks to support the STAMP Program for high school students

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Ideal candidates will demonstrate:

- Interest in Art-Reach's mission of creating equitable access to the arts
- Strong organizational skills and attention to detail
- An ability to work independently and proactively
- Experience with customer service
- Experience with data entry and correspondence
- Familiarity with the arts and cultural sector in Philadelphia

Additional Information:

This internship will run from mid-January through May, approximately 15 hours per week. This internship will be primarily virtual, with several scheduled in-person events and meetings. Interns will receive a stipend of $2,500, paid bi-weekly over the course of the internship.

About Art-Reach

Art-Reach is a nonprofit organization that creates connections between the disability community and the cultural arts. Through advocacy, trainings, consulting, community partnerships, and programming, Art-Reach strives to build access and equity in the Greater Philadelphia area. We are a team of disabled and non-disabled advocates, educators, artists, and allies working to make the arts an inclusive space for people with disabilities, led by people with disabilities.

The mission of Art-Reach is to create, advocate for, and expand accessible opportunities in the arts so the full spectrum of society is served. To achieve its mission, Art-Reach is guided by four core values:

1. Art-Reach believes that art is a human right, and that opportunities to engage with the arts should be available to all.
2. Art-Reach believes in the idea of “nothing about us, without us,” and invites underrepresented communities to be part of its planning, execution, and evaluation.
3. Art-Reach believes in the social model of disability; that experiences and structures can be designed to maximize participation for everyone.
4. Art-Reach believes that participation in the arts is critical to learning, growth, and personal fulfillment.

To Apply:

To apply for this internship, please send an email to Alex Boyle, Director of Programs, at aboyle@art-reach.org with “Program Intern” in the subject line by **December 2nd, 2026**. Please include a summary of your experience using any combination of an attached resume, letter, narrative, or any other format that feels comfortable to you.