



Internship Positions

Teaching Assistant

This internship is a learning opportunity for individuals interested in teaching and program design. This position reports to the Director of Programs, and will assist Lead Instructors in preparing for and conducting Art on Wheels therapeutic arts classes. Interns will assist Instructor and students as needed at classes, organize materials, and prepare materials for upcoming classes and projects. Minimum 10 hours / week. Preferably for 3+ months. Candidates will need to have reliable personal transportation to report as needed.

Responsibilities

- Assist Lead Instructors in preparing for and conducting Art on Wheels therapeutic arts classes.
- Assist Instructor and students as needed in classes.
- Organize materials, and prepare materials for upcoming classes and projects.
- Other administrative duties as needed.

Requirements

- Available for a minimum of 10 flexible hours a week.
- Reliable personal transportation to various program sites in the Richmond area.
- Excellent oral and written communication skills.
- An organized and deadline-driven work ethic.
- An outgoing, friendly personality interested in working with diverse clients.
- A patient and helpful demeanor and an interest in education.

Skills

Required - Computer Proficiency, Proficient in Microsoft Office, Proficient Communicator, Highly Reliable, Comfortable working independently, Excellent interpersonal skills, Multiple Project Coordination

Preferred - Google Calendar, Art Education, Classroom Instruction



Internship Positions

Communications / Marketing Associate

This internship is a learning opportunity for individuals interested in pursuing a career in the marketing or communications fields. This position reports to the Executive Director, and will be responsible for and learn the processes and strategies behind creating content and a consistent voice for monthly email newsletters, and social media campaigns. Candidate will photograph program events, community art and special events and create and publish emails, social media campaigns and other collateral as needed. Additionally, candidate will assist in small fundraising and marketing campaigns, and work with the event committee to promote upcoming initiatives. Minimum 10 hours / week. Preferably for 3+ months. Candidates will need to have reliable transportation to report as needed.

Responsibilities

- Daily coordination of various marketing projects and social media campaigns.
- Setting and meeting daily, weekly and monthly campaign deadlines.
- Photographing programs and events to include interesting visual content to engage clients and attract potential donors.
- Designing relevant and interesting content for monthly newsletters and social media posts to keep our listserv engaged in our programming.
- Other administrative duties as needed.

Requirements

- Available for a minimum of 10 flexible hours a week.
- Reliable personal transportation to various program sites in the Richmond area.
- Excellent oral and written communication skills.
- An organized and deadline-driven work ethic.
- An outgoing, friendly personality interested in working with diverse clients.
- Experience or knowledge of cohesive creating social media campaigns.
- Knowledge of various popular social media platforms and sites, including but not limited to: Facebook, Twitter, Instagram, YouTube, Vine, Tumblr, etc.

Skills

Required - Computer Proficiency, Proficient in Microsoft Office, Proficient Communicator, Highly Reliable, Comfortable working independently, Excellent interpersonal skills, Coordinating Schedules, Data Analysis, Multiple Project Coordination, Social Media Communications, Social Media Blogging, Collateral Design, Non-profit Communications, Non-profit Marketing, Email Campaigning, Email Design

Preferred - Google Calendar, Non-profit Fund Development, Social Media Advertising, Article Marketing, SEO copywriting



Internship Positions

Development Assistant

This internship is a learning opportunity for individuals interested in development and fundraising for nonprofits. This position reports to the Executive Director, and will be responsible for and learn the processes and strategies behind writing and submitting grants, assisting with fundraising campaigns and planning fundraising events, sponsorship solicitation and in-kind donation requests. Minimum 10 hours / week. Preferably for 3+ months. Candidates will need to have reliable transportation to report as needed.

Responsibilities

- Daily coordination of various fundraising opportunities and projects.
- Event planning.
- Grant research, writing and submission.
- Scheduling and calendar management to ensure that each fundraising campaign and deadline is on task.
- Contacting potential new clients and donors.
- Other administrative duties as needed.

Requirements

- Available for a minimum of 10 flexible hours a week.
- Reliable transportation.
- Excellent oral and written communication skills.
- An organized and deadline-driven work ethic.
- An outgoing, friendly personality interested in working with diverse clients.

Skills

Required - Computer Proficiency, Proficient in Microsoft Office, Proficient Communicator, Highly Reliable, Comfortable working independently, Excellent interpersonal skills, Coordinating Schedules, Data Analysis, Multiple Project Coordination, Deadline Management, Flexibility
Preferred - Google Calendar, Microsoft Excel, Grant Writing, Non-profit Fund Development



Internship Positions

Program Coordinator

This internship is a learning opportunity for individuals interested in program design and program management. This position reports to the Director of Programs, and will be responsible for and learn the processes and strategies behind scheduling and calendaring with multiple program sites, conducting site visits, evaluating programs, collecting and compiling data on site locations, and contacting new potential clients. Minimum 10 hours / week. Preferably for 3+ months.

Candidates will need to provide their own reliable transportation to visit and evaluate various program sites in the Richmond area.

Responsibilities

- Daily coordination of various events and classes among multiple program sites.
- Scheduling and calendar management to ensure that each program and event is on task.
- Collecting data and feedback from each program and site location to be analyzed and evaluated for improvements to programming.
- Contacting potential new clients and donors.
- Other administrative duties as needed.

Requirements

- Available for a minimum of 10 flexible hours a week.
- Reliable personal transportation.
- Excellent oral and written communication skills.
- An organized and deadline-driven work ethic.
- An outgoing, friendly personality interested in working with diverse clients.

Skills

Required - Computer Proficiency, Proficient in Microsoft Office, Proficient Communicator, Highly Reliable, Comfortable working independently, Excellent interpersonal skills, Coordinating Schedules, Data Analysis, Multiple Project Coordination, Deadline Management, Flexibility

Preferred - Google Calendar, Microsoft Excel



Internship Positions

Community Art Apprenticeship

This internship is a learning opportunity for individuals interested in community art and public art events. This position reports to the Director of Programs, and will be responsible for and learn the processes behind and assist directly with community art conceptualization, preparation, creation and installation. Intern will also assist with upkeep of studio space, inventory of materials and construction of special projects. Minimum 10 hours / week. Preferably for 3+ months.

Candidates will need to have reliable personal transportation to report as needed.

Responsibilities

- Assist directly with community art conceptualization, preparation, creation and installation.
- Assist with studio upkeep and materials inventory.
- Assist with construction of special projects.
- Other administrative duties as needed.

Requirements

- Available for a minimum of 10 flexible hours a week.
- Reliable personal transportation to various program sites in the Richmond area.
- Excellent oral and written communication skills.
- An organized and deadline-driven work ethic.
- An outgoing, friendly personality interested in working with diverse clients.
- Ability to lift up to 20lbs during installations.

Skills

Required - Computer Proficiency, Proficient Communicator, Highly Reliable, Comfortable working independently, Excellent interpersonal skills, Multiple Project Coordination

Preferred - Google Calendar, Community Arts