

Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Arts Impact

Internship Role Title:

Administrative Assistant Supporting Arts Education

Industry Classification

Nonprofit

Internship Category

Arts Management

Marketing/Media & Communications

Nonprofit Management

Development

Number of roles available:

1

Available to (select any that may apply)

College Student

Graduate Students

Work Location (select any that may apply)

100% In-person

Internship Work Address:

3311 Perkins Ave. #300
Cleveland, Ohio, 44114

Many of applicants utilize public transportation. Is the work location accessible by public transportation?

Yes, the work location is accessible by public transportation (Bus/Train)

If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location

Arts Impact is very close to major roads with bus lines (Chester, Euclid, and Superior)

Mission of Hosting Organization

Arts Impact brings learning to life through art.

The Cleveland Metropolitan School District (CMSD) is our main partner, and the majority of our work takes place during the school day. We are committed to arts integration, best practices in education, and continuing to learn as an organization. Our professional artists, who are experienced in education, support student achievement through STEAM-focused residencies, arts-based social and emotional learning programs, and arts enrichment camps and workshops.

How does this internship role support the mission/purpose of the organization

Arts Impact seeks support behind the scenes, largely with administrative tasks as we finish the 2025/2026 school year. Our work with youth takes place through a combination of program revenue and philanthropy. Data entry, program reports, letters, appeals, and other outreach helps Arts Impact cultivate

donors and inform program partners of progress.

What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team

The intern will report to the Development & Marketing Director. They will also work with the Development & Marketing Coordinator, the Director of Programs, and other members of the team. Arts Impact has a small staff and there will be ample opportunities to see different aspects of the organization.

Will there be additional networking opportunities within the organization for the intern to gain exposure to other roles and functions.

Yes! We would like the intern to start by interviewing different members of the team, observing staff member, visiting programs in action (if the intern has an interest in the programmatic aspect of the arts), attending various meetings, etc. Meetings with community organizations could include Assembly for the Arts, Cuyahoga Arts & Culture, Cleveland Arts Education Consortium, etc. We are excited to help an intern develop their network for the future.

Anticipated Start Date Monday, May 18, 2026

Monday, May 18, 2026

Anticipated End Date Friday, August 7, 2026

Friday, August 7, 2026

Total Number of Weeks for the internship:

Total Number of hours per week the intern is expected to work: 20

Workday starts at: (start time or flexible) 9 (can be flexible)

Workday ends at: (start time or flexible) 5 (can be flexible)

Host Organizations website:

artsimpact.org

Hiring Contact Name Susie Bauer

Hiring Contact Email Susie@artsimpact.org

Mentor Name Susie Bauer

Mentor Email Susie@artsimpact.org

Internship Summary

Arts Impact seeks an intern to assist with administrative tasks related to programs, marketing, and development.

We have two projects in mind ahead of time. The intern will enter assessment data from students and teachers that can then be analyzed and shared with stakeholders. Another project includes helping with some early stages of outreach for our 25th anniversary celebration, slated for summer of 2027, by creating marketing materials for former students and parents who participated in our programs many years ago.

Other projects will evolve based on time available and the intern's skills and interests.

Other projects will evolve based on time available and the intern's skills and interests. These could include writing thank you letters, working in our email database (Constant Contact), creating fundraising campaign materials, assisting with website content, taking photos during programs, etc.

Essential Responsibilities of this role?

- data entry
- research
- analysis
- communication (oral and written)

This work will support programs, marketing, and development. Some projects can be developed based on the intern's areas of interest and skills, but the role is mainly administrative.

Skill Development Opportunities



Knowledge and skills required for this role

A successful candidate will have strong computer skills and experience, including various Microsoft Office applications. The intern should be organized and communicate effectively both in writing and in person. Anyone working at a small nonprofit organization should have a sense of humor and be a little flexible whenever possible – things can change quickly! (We do have fun, though.)

What does success look like for the intern at the end of the summer

The intern will be involved in projects that support Arts Impact through the programs department, marketing, and development. The intern will meet (at least) weekly with a director who is overseeing their work. They will help develop the intern's projects, prioritize tasks, and identify goals and progress made toward those goals.

At the end of the summer, the intern can share a portfolio to showcase their work. This can include fliers, invitations, reports, and photos. The intern will know they are successful through ongoing feedback from staff, review of finished products, and their own self-assessment.

Other information

Scheduling:

Arts Impact offers flexibility to the intern! We understand they may need to work around another job or other commitments. We would like to staff the position for approximately 20 hours per week, for 12 weeks. The start date and end date are negotiable, and the daily schedule can be determined together. The intern could, for example, work mornings 5 days a week, or only work Mondays through Wednesdays; we would like there to be a regular schedule throughout the summer, but can create that based on the intern's needs.

Flexibility:

We have key needs that need to be met (such as data entry, creating reports, etc.) but we can help build the intern's skills and assign other projects based on their interests and talents. For example, an intern could take on more marketing tasks through graphic design, document programs through photography or video, or engage more with our program team if they are interested in art/arts education.

Prepared by:

Susie Bauer

Date

Tuesday, December 2, 2025