



Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Arts Impact

Internship Role Title:

Administrative Assistant Supporting Arts Education

Number of roles available:

1

Available to (select any that may apply)

College Student

Graduate Students

Work Location & Office Covid Protocols is applicable (select any that may apply)

All in person

Internship Work Address:

3311 Perkins Avenue #300
Cleveland, OH, 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

Our office is close to East 40th & Euclid Avenue.

Mission of Hosting Organization

Arts Impact – founded in 2002 as Progressive Arts Alliance – 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 learning 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. This year we are expanding a new intensive delivery model, as well.

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

Arts Impact seeks support for administrative tasks as we finish the 2023/2024 school year. This will help us determine the effectiveness of our Intensive Arts Integration Program, as well as our other residencies and programs. The intern will enter assessment data from students and teachers, for example, that can then be analyzed and shared with stakeholders. The intern will help document donations and develop plans and materials to reach out to donors. Our work with youth takes place through a combination of program revenue and philanthropy. Data entry, program reports, letters, appeals, and other documents used for outreach help 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 work most closely with the Program Manager and Development & Marketing Director. This role will support programs, operations, development, and marketing within the organization.

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

Yes! We expect the intern to be part of our staff this summer. They can attend relevant meetings between staff members, Board committee meetings, professional development/educational opportunities, meetings with community organizations (Assembly for the Arts, Cuyahoga Arts & Culture, Cleveland Arts Education Consortium), etc. We think this is an ideal time for the intern to meet and interact with other professionals and we are excited to help them develop their network for the future.

Anticipated Start Date Monday, May 13, 2024

Anticipated End Date Friday, August 9, 2024

Total Number of Weeks for the internship: 12

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

Workday starts at: (start time or flexible) 9 am (flexible) - see below

Workday ends at: (start time or flexible) 5 pm (flexible) - see below

Host Organizations website:

artsimpact.org

Contact Name Susie Bauer

Contact Email susie@artsimpact.org

Mentor Name Maryanne Hiti

Mentor Email maryanne@artsimpact.org

Internship Summary

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

The intern will help determine effectiveness of programs by entering data, learning how to analyze information, and creating reports showcasing the data gathered. Some other projects may evolve and the intern will have some input into what they want to work on. One possibility is research: we would like to expand the BIPOC artists we share with students. The intern may collaborate with our program team and find artists and sample art works related to certain projects, so, moving forward, our artist-educators can pull from a resource library the intern creates. Other program-related tasks may be developed based on the talents and interest of the intern as well as the organization’s programmatic needs.

Support in marketing and development could include entering donations into our database, writing thank

you letters, creating fundraising campaigns and materials, donor cultivation through outreach, and updating contacts in our donor database and email systems. If the intern has skills and/or interest in graphic design, we could use help creating fliers and other collateral (and we can offer some support in this area).

Operations support may include preparing documents for the contract accountant, filing, or pricing supplies.

Essential Responsibilities of this role?

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

This work will support programs, operations, 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.

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 programs, operations, marketing, and development. The intern will meet (at least) weekly with a manager or 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. Start and end dates are also negotiable.

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 Friday, December 8, 2023