



*Where community, culture and creativity collide.*

**Overview:**

The Arts HUB is a nonprofit, educational arts center offering dynamic and diverse arts education programming for all ages. We work to create a world where the transformative power of the arts ignites growth and empowers individuals to be brave in expressing their unique creativity.

We are seeking a highly motivated intern with strong writing skills, teamwork ethic, creative skills, and a desire to improve their community.

**Position: Arts Administration Intern**

Working with the Marketing and Events Coordinator, this intern provides assistance with digital media and marketing projects in support of The Arts HUB programming, events, grant opportunities, development, marketing, and outreach. This position is not a paid internship.

**Responsibilities:**

- Assisting with the planning and creation of content for social media platforms, including Facebook, Instagram, and TikTok.
- Writing original copy for our newsletters, website, social media, etc.
- Creating original graphics and video for social media and digital signs.
- Reviewing and tracking data on the performance of social media content.
- Monitoring related social media accounts for content to share.
- Attending promotional events, including setting up and tearing down event materials.
- Performing audience development research.
- Performing basic office administration tasks, such as preparing meeting materials, processing packages, lobby set up, maintaining schedules, and answering phone calls.
- Other duties as assigned.

**Ideal qualifications:**

Proficient in Google Suite products, including Google Drive, Google Docs, and Google Sheets.

Strong writing and editing skills.

Extremely organized and detail oriented.

Strong Internet research skills.

Self motivated.

Ability to meet deadlines.

Ability to work efficiently and with little supervision.

Bilingual in English and Spanish a bonus.

Knowledge of Canva, or related graphic design software.

Knowledge of video-based social media, such as Instagram and TikTok.