



**Job Title:** Arts Administration Intern

**Supervisor:** Business Director

**Job Type:** Internship (10-20 hours/week, # of weeks to be arranged)

**Availability:** Weekdays with occasional night or weekend hours if needed

**Position Summary:** Apple Tree Arts, a nonprofit community school for the arts, serving people of all ages throughout south central Worcester County, seeks motivated individuals who are excited by learning about the field of Arts Administration. Day to day work varies based on the demands of programming, as well as the interests of each intern. This internship is a great opportunity to gain hands-on experience at a growing organization, while expanding knowledge and skills in a variety of different departments, including marketing, development, educational programming, and business administration. Interns at Apple Tree Arts will also have the opportunity to engage in other volunteer and paid opportunities, as the need arises.

**Day to Day Tasks May Include:**

- Program planning for music and theatre departments, including marketing, pricing, and evaluation
- Content capture and creation for various marketing campaigns
- Some grant research and writing, as needed
- Providing general support during various events and performances
- Creation of various marketing emails and email/mailing lists
- General administrative support
- Database management
- Assisting with class scheduling and registration

**Candidates for this role should have:**

- Interest in working in the nonprofit sector, specifically with performing arts educators (musicians and actors)
- Proficiency in Microsoft Office, Google Suite, and comfortable using database systems
- Excellent verbal and written communication skills
- Strong initiative and proactive thinking
- Ability to prioritize and manage multiple responsibilities
- Strong attention to detail
- Ability to work independently, as well as with a team
- Reliable transportation

## **About our Organization:**

The Apple Tree Arts, Inc. (ATA) is a nonprofit educational institution committed to “**enriching our communities through the arts by providing high-quality performing arts education and experience for all ages, identities and abilities**”. ATA is located in the historic town center of Grafton, a semi-rural community about 10 miles south of Worcester and 45 miles west of Boston. It rents space from the Town of Grafton in a beautifully renovated, former Town Hall, and provides a comprehensive program of private lessons, classes, ensembles and performance opportunities in music and theater. ATA is entering its 33<sup>rd</sup> year and currently serves over 230 students of all ages from Grafton and the surrounding communities with a faculty of 21 professional musicians.

Apple Tree Arts is committed to creating a diverse environment and is proud to be an equal opportunity employer. Apple Tree Arts is committed to building a diverse staff and unequivocally supports racial equality, racial justice, and racial equity.

## **About the Internship:**

Specific start and end dates are flexible, based on the applicant's needs. Typically, internships are 15 weeks or fewer, and can be an excellent way to gain professional experience while earning college credits. Some educational institutions require prior approval before the start of an internship. It is the responsibility of the student to check with their institution to be sure they meet any requirements before they accept a position. In the event that a paid opportunity with Apple Tree Arts becomes available, previous Apple Tree Arts internship experience will weigh heavily in the decision making process.

## **To Apply:**

Please forward a cover letter and resume to [brandon.l@appletreearts.org](mailto:brandon.l@appletreearts.org). No phone calls please.