

Lehigh Valley Arts Council Arts & Access Program Internship

The Lehigh Valley Arts Council is a nonprofit, membership-supported organization that serves as a regional advocate and ambassador for the Lehigh Valley arts community. Its mission is to promote the value of the arts, foster collaboration in the community, and encourage arts engagement. Through collaborative partnerships, it continues to support the local arts community through education, research, professional development seminars, and cooperative marketing initiatives.

College credit is available for internships.

This is an unpaid internship for approximately 10 hours/week per college semester.

Work is fully remote, virtual staff meetings are required, must supply own computer and internet access.

Description of Duties:

- Collaborates with staff/other interns to plan/promote/execute programs
- Will communicate and build on existing relationships
- Creation/presentation of surveys
- Assisting with events, virtual or in-person
- Help administer the incentive grant program
- Assist in the creation/gathering of any resource materials
- Help maintain online Access Calendar
- Research on arts accessibility best practices
- Work closely with the Program Director for program development
- Participates in staff meetings
- Will perform other general administrative tasks as needed

Preferred Qualifications:

- Interest in the arts, advocacy, marketing, arts administration, and/or community development
- Commitment to Diversity, Equity, Access, and Inclusion
- Strong proofreading skills and attention to detail
- Interpersonal and communication skills are a must
- Excellent organizational and time management skills
- Research skills
- Willingness to take initiative
- Ability to work independently and collaboratively
- Working knowledge of Microsoft Office, G-Suite, Adobe programs
- Willing to expand knowledge-base through explorations and research
- Familiarity with WordPress, email campaigns/tools and social media platforms

Related College Majors:

Fine arts, Performing arts, Community development/planning, Social services, Communications, Marketing, Graphic Design, Arts Administration, Business Administration