

Lehigh Valley Arts Council Arts Administration 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:

- Fundraising and audience development research and implementation.
- Assist with member and donor outreach. Includes making phone calls and emails to lapsed members and new members.
- Works closely with volunteers at events.
- Participates in event planning and execution. Expected to be present at events.
- Assist in bulk mailings and materials distribution.
- Assist with any grant research, application processes as needed.
- Collaborates with other staff and interns to further our mission.
- May include data entry and general mailings to constituents.
- Website maintenance as needed through WordPress.
- 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, Communications, Marketing, Graphic Design, Arts Administration, Business Administration