



*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: Programming Intern**

Working with the Director of Programming, this intern provides administrative support for our nonprofit, educational arts programming. This position is not a paid internship.

**Responsibilities:**

- Assisting with curriculum development for after-school classes and summer camps for children ages 3-16.
- Assisting with writing and proofing curriculum handbooks.
- Maintaining program schedules.
- Preparing classroom materials, such as art supplies and script copies.
- Providing event support.
- Classroom, lobby, and theater set-up and clean-up.
- Depending on the interest and experience of the applicant, this internship may provide classroom support for our afterschool program or summer camp program.
- 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.

Previous experience working with curriculum development, or as a classroom assistant, is a definite plus.