



ArtsBuild is seeking an innovator and forward thinker to function as an intern under its Opportunity Fellows program. The best applicant will be a rising college junior, senior, or recent college graduate who shares ArtsBuild's mission of building a stronger community through the arts and possesses strong communication skills, a willingness to learn, and likes to work with others in a collaborative setting.

The applicant's major, minor, or current course work should reflect a desired career path with the non-profit and/or arts and culture sector, which includes, but is not limited to, racial equity and inclusion, non-profit/arts administration, data collection, project management, program implementation, leadership and education, or grants management and procurement.

**Duties include:**

A suitable Opportunity Fellowship experience excludes working as an office aide for 3 months. However, the administration of appropriate office procedures is expected during the fellowship such as data reporting, documentation, and the administration of quality assurance programs and procedures. It excludes babysitting (as some of our programs involve children) but may include providing arts education programming to a group of children who are chaperoned by ArtsBuild's Program Manager.

**Requirements:**

- Strong verbal and written communication skills
- Works well in a team or one-on-one and takes direction easily
- Self-starter who works well with a variety of personalities while maintaining a good sense of humor and professionalism
- Experience working in social media or communication in some capacity is a plus, but not a necessity
- Committed to high-quality work product

**Compensation:**

Fellows will receive a \$1,500 stipend from ArtsBuild for the duration of the program - 10 hours per week at \$15 an hour. ArtsBuild will also ensure arts-based professional development, networking and community engagement experiences.

Please contact Amy Lowdermilk, Program Manager, at [amy@artsbuild.com](mailto:amy@artsbuild.com) for more information.