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Description automatically generated **South Jersey Cultural Alliance**

# Arts Administration Intern

Spring 2023

**MISSION:** The South Jersey Cultural Alliance (SJCA) unites cultural community members to create the synergy needed for an inclusive, thriving sector. We connect arts, history, cultural organizations, artists, and tradition bearers to each other and their communities, linking them to the resources and opportunities they need to flourish in the eight southern counties of New Jersey.

**INTERNSHIP OVERVIEW:** SJCA seeks to provide an educational, mentorship-based internship experience through the Rowan Federal Work Study Experiment Program to one qualified student for the Spring 2023 Semester.

The program will provide the intern new knowledge of contemporary art and behind-the-scenes insight into the work of non-profit arts professional’s administrative work. The Intern will explore several areas of a non-profit arts organization by assisting staff members with projects related to artists, programming, development, and administrative work.

Your specific program requirements would be to work with Arts & Culture Connectors and related programming.

**RESPONSIBILITIES:** Projects will include learning the daily operations of a nonprofit arts organization, assisting Arts & Culture Connectors, keeping a steady flow of information between SJCA staff and connectors, assisting with management of marketing materials, and learning how to maintain membership with the Membership & Programs Manager. The Intern will contribute to the SJCA by assisting with management of the Connector Program, organizing the logistics of programs, develop & distribute communications to their counties, special projects as needed, and printing & production of marketing materials.

**JOB DIMENSIONS/SPECIAL REQUIREMENTS:** The schedule will be based off student and organizational availability. In person with some remote work. For eligibility, the student must be enrolled for the Spring 2023 semester.

**STUDENT QUALITIES/EXPERIENCE DESIRED:** Strongly preferred: the ability to verbally communicate in an efficient manner, organized, ability to interact with diverse populations with respect, excellent time management skills, ability to work individually and with a team, accountability, proficiency in Microsoft Word, Excel, and PowerPoint; bilingual in Spanish or French is a plus. Familiar with the arts & culture community.

**HOW TO APPLY:** Send your Resume and Cover Letter by January 30th, 2023, to the Membership & Programs Manager Shoanne Seijas at [*sseijas@sjca.net*](mailto:sseijas@sjca.net)*.* Interviews will be scheduled through zoom, expect a response within a week a application.