

General Description

Details

- Ongoing opportunities are available depending on project dates, area of interest and academic credit requirements.
- Generally 12-20 hours per week for a period of 3-6 months.

Deadlines

- Fall Semester: Letter and Resume received by September 17th
- Spring Semester: Letter and Resume received by November 30th
- Summer Semester: Letter and Resume received by April 30th

Compensation

- ArtsMemphis internships can be used to complete academic course credit at most academic institutions.
- Occasionally paid internships are available and applicants may inquire as to the possibility of a paid internship.

Qualifications:

- Candidates must be able to complete tasks independently, be reliable, punctual and capable of functioning in a multi-task environment.
- Must be able to take direction and follow instructions as well as complete tasks on deadline.
- Must have excellent written and oral communication skills.
- Must function well in a team environment.
- The acceptable candidate must adhere to the rules and regulations governing all employees of ArtsMemphis.

Contact:

Please send a resume and letter of interest, articulating the skills you can bring to ArtsMemphis and the skills you wish you acquire through an internship to:

Colleen McCartney
Grants & Initiatives Manager
ArtsMemphis
575 S. Mendenhall
Memphis, TN 38117
901-341-0403
cmccartney@artsmemphis.org

Communications & Marketing

- Area of Focus: Writing for Social Media
- Candidates should have a strong interest and/or higher education studies in communications, English/creative writing, public relations, non-profit/arts administration or related field.
- Must have strong web, social media and computer skills.
- Experience in social media platforms such as Instagram, Facebook and Twitter are encouraged. Blog writing experience desired.
- Graphic Design experience is a plus.
- Have the ability to work both independently and as part of a team.

Development

- Area of Focus: Assisting with donor management and stewardship
- Candidates should have a strong interest and/or higher education studies in development, non-profit/arts administration, finance or accounting.
- Must be detail-oriented and possess excellent organization and research skills.
- Working well with donors, visitors and general population is highly important.
- Familiarity with donor management technology, such as Raiser's Edge, is encouraged.
- Have the ability to work both independently and as part of a team.

Administration

- Area of Focus: Assisting with organization and grants administration
- Candidates should have a strong interest and/or higher education studies in non-profit/arts administration, public administration, museum studies or related field.
- Multi-tasking, scheduling, and deadline efficiency are highly important.
- Must possess excellent organizational and research skills, be detail-oriented and neat, and have the ability to work both independently and as part of a team.

Finance

- Area of Focus: Assisting Chief Financial Officer with financial records and analysis
- Candidates should have a strong interest and/or higher education in Accounting
- Tasks include: assisting with financial document organization, preparing audit and tax supporting documents, reconciling bank accounts, performing various financial analysis, and drafting communications
- Must possess excellent organizational skills, be very detail oriented, and have excellent communication skills
- Significant experience with Microsoft Excel is required and experience with an accounting software is a plus
- Have the ability to work both independently and as part of a team