



ArtWorks Internship

Job Description: Founded in 1953, Center for Arts-Inspired Learning (CAL) is NE Ohio's leading arts education organization. With a budget of \$1.9 million, CAL provides more than 6,500 programs to youth each year in schools, libraries, and other community centers. Working with artists in music, dance, theater, visual and digital arts, CAL delivers programs that teach arts disciplines and are integrated into the core curriculum.

CAL is seeking a dynamic and innovative intern to work with the Education Department's ArtWorks program for 10th-12th grade students. This position will support the Community Outreach Manager and Master Teaching Artists on coordinating and running the year round ArtWorks. ArtWorks will take place, indoors and outdoors, Tri-C Metro Campus and the CAL House. Must have consistent access to a reliable vehicle for transportation of him/herself and supplies between the CAL office in University Circle, Cleveland, and the ArtWorks work locations.

Length of Internship: June – August 2020, exact dates TBD. Approximately 200 hours, schedule semi-flexible.

Compensation: Unpaid internship; Free parking included.

Reports to: Community Outreach Manager

Duties:

- Coordinate multiple program events in cooperation with Master Teaching Artists and Community Outreach Manager
- Support program-wide adherence to ArtWorks policies and procedures.
- Assist in developing, distributing, and collecting ArtWorks documents and materials for staff and apprentices as needed.
- Support ArtWorks management with specific projects as needed, including administrative tasks before, during, and after the program including scanning, compiling, and organizing paperwork for the program.
- Assist in supervising and documenting the security and safety of the ArtWorks site, materials, and participants.

Requirements:

- Be currently enrolled in a college or university or a recent graduate
- Sophomore standing or higher
- Major in an artistic or education-related field.
- Able to manage multiple projects and deadlines
- Must be motivated to work both independently and as part of a team
- Knowledge of computer programs including Microsoft Office Suite, Google Suite, and Adobe Suite
- Knowledge of Printers, Scanners, and Fax Machines

Desired Skills:

- Experience in program management, youth development, and/or community-based work.

Center for Arts-Inspired Learning is an Equal Opportunity Employer (EEO).

All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.

Please direct questions and submit statement of interest to: Megan Thompson, Senior Programs Manager,
Megan@arts-inspiredlearning.org.