



Job Title: *Marketing and Administrative Intern, Kulture Kids*

History of Organization:

Kulture Kids is a 501(c)(3) non-profit organization that creates original, interactive arts programs and performances to inspire community, cultural awareness, and lifelong learning. In operation since 1999, *Kulture Kids* has been a leading provider of arts integrated programming both locally and regionally, offering culturally responsive arts workshops, performances, and residencies to children and adults of all ages.

Projects across the region have included Cleveland Metropolitan School District, Playhouse Square, Midview City Schools, Women in History, Cleveland Shakespeare Festival, Greater Cleveland Neighborhood Centers Association, and various other schools, hospitals, and community organizations.

Position Details:

This is an unpaid, part-time, work-from-home summer internship, with occasional on-site visits. Applicants must be able to use their own computer, internet, phone, and when necessary, provide their own transportation. Schedule is flexible, with the possibility to extend into the school year if desired by both parties. Internship credit may be given in the case of extension. Duties include, but are not limited to:

- Contacting current and prospective clients for workshop or performance bookings
- Scheduling of workshops and/or performances
- Creation of marketing materials
- Procuring and organizing workshop supplies and materials
- Occasional site visits for photography or coordination support

Applicants must have: A strong ability to self-direct, prioritize, and manage time and resources. Experience working in the arts and/or non-profit field. Strong phone and email communication with customers or clients. Experience with Microsoft Office, specifically Word and Excel, as well as online calendaring systems (like Google calendar). A problem-solving attitude with flexibility and a willingness to learn. Teamwork skills are a plus!

Please contact business@kulturekids.org with a brief cover letter if interested.