



DO GOOD INSTITUTE

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Summer 2023 Impact Interns Position Description

Organization Information

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| Organization Name: | Arts for the Aging, Inc. |
| Organization Address: | 15800 Crabbs Branch Way Suite 300 Rockville, MD 20855 |
| Organization Website: | https://artsfortheaging.org |
| Organization Description: | <p>Arts for the Aging was founded on a premise, which scientific studies now prove, that regular participation in the arts by older adults helps to minimize physical and cognitive health conditions in aging, and contributes to better physical, intellectual, and emotional health. Our services are comprehensive, diverse, and customized.</p> <p>Arts for the Aging's participatory workshops are designed to engage older adults and caregivers in artistic self-expression and artmaking. Workshop curricula include drawing, painting, music, singing, creative writing, storytelling, expressive arts, poetry, dance, photography, creative movement, and theatre. The organization offers these services by supporting professional artists as teaching artists. All Arts for the Aging Teaching Artists are continuously trained in our creative aging best practices and programming to support healthy aging and caregiving. Our program director oversees communications and scheduling with clients, community partners, and teaching artists for a streamlined process and a positive, collaborative experience.</p> |
| Issue Area Focus: | <input type="checkbox"/> Environment <input type="checkbox"/> Education <input type="checkbox"/> Health <input type="checkbox"/> Civic Engagement <input type="checkbox"/> Social Justice and Equity <input type="checkbox"/> Food Security <input type="checkbox"/> Housing Security <input checked="" type="checkbox"/> Other: Social/Human Services and Arts |

Position Description

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| Position Title | Programming and Communications Intern |
| Internship Time Period: | June - August (flexible) |
| Hours Per Week: | 20 hours per week |
| Number of Weeks: | 10 weeks starting in early June |

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| Location | <input type="checkbox"/> In-person <input type="checkbox"/> Remotely <input checked="" type="checkbox"/> Hybrid of in-person and remote work |
| Undergraduate Student/ Graduate Student Intern Preference: | <input type="checkbox"/> Undergraduate student <input type="checkbox"/> Graduate student <input checked="" type="checkbox"/> No preference |
| Internship Description and Duties: | <p>Arts for the Aging is looking to hire a part-time intern for summer 2023. The intern will assist in implementing Arts for the Aging's communications and outreach plan through programming support, communications development, and culminating projects in the following ways:</p> <ul style="list-style-type: none"> • Attend programs (in-person and/or online, M-F mornings and afternoons) with or without the program director (estimated 1-2 workshops per week in the Greater Washington area with a focus on Montgomery County, MD). • Before and after the programs, test updated evaluation methods with client staff and participants • During the programs, document the workshops for a virtual exhibition and promotional purposes • After the programs, gather contact information and recruit participants for virtual programs • Create email templates for promoting virtual programs <p>The intern will gain work experience in program evaluation, promotional media outreach, experience communicating with stakeholders at all levels, knowledge of the intersection of art and health, project management, and leadership skills. The intern will learn or deepen their knowledge of survey and communications software (WordPress, Constant Contact, Qualtrics, Microsoft Forms, and Adobe Suite including Photoshop.)</p> |
| Description of long-term project the Impact Intern will lead or substantively contribute to: | <p>The Impact intern will utilize original content to tell the story of Arts for the Aging's program impact, focusing on our deepening partnership with Montgomery County Housing Opportunities Commission. The intern will gather quotes, photos, and videos to create a virtual exhibition, created with the support of the program director and the creative production consultant. View previous virtual exhibitions at www.artsfortheaging.org/special-projects/</p> |

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| Qualifications and/or skills desired: | <ul style="list-style-type: none"> ● Experience in the fields of the arts, arts service, human service, and/or nonprofit administration is a plus but not required. ● Previous photography and video editing experience preferred, but not required. ● Previous research or evaluation experience is a plus but not required. ● Aptitude with social media. ● Strong organizational skills, ability to multitask. ● Strong aesthetic and design skills and attention to detail. ● Excellent computer skills with knowledge of Microsoft Office Suite preferred. ● Interpersonal and relationship building skills. ● Bilingual in Spanish or other predominant languages in our service area highly desired but not required. ● Candidates should be able to work between 9 am- 5 pm ET but maintain flexibility. ● Must have reliable transportation as many of the client locations are not easily accessible by public transportation. |
| Special background, clearance, or clearance required: | None |
| The following information is required for the intern application: | <input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Writing Sample <input checked="" type="checkbox"/> References <input type="checkbox"/> Other: |
| Interviews will be conducted via the following methods: | <input checked="" type="checkbox"/> Zoom <input type="checkbox"/> Google Hangouts <input type="checkbox"/> Microsoft Teams <input type="checkbox"/> WebEx <input type="checkbox"/> Other: |
| Is there anything else we should know about your organization's requirements or preferences? | This Internship will be a hybrid with two days in the office in Rockville, MD, and the remaining days working from home. We request the intern be fully vaccinated for Covid-19. |