



Arts Administration Internships

The Arts Administration Internship with Ambo Dance Theatre involves various tasks related to the typical management and operation of arts organizations or cultural institutions. The specific duties you will be assigned vary depending on your skills and interests, as well as identified goals for growth and portfolio building. Here are some common responsibilities associated with arts administration internships:

1. **Event Planning:** Assist in planning and coordinating events such as exhibitions, performances, or cultural programs. This may involve logistics, scheduling, and coordination with artists or performers.
2. **Marketing and Promotion:** Contribute to marketing efforts by creating promotional materials, managing social media accounts, writing press releases, and helping with public relations activities to increase awareness of events and programs.
3. **Fundraising:** Support fundraising initiatives by researching potential donors, preparing grant applications, and assisting in organizing fundraising events. This may also involve donor communication and relationship management.
4. **Administrative Support:** Provide general administrative assistance, including data entry, filing, organizing documents, and maintaining databases related to memberships, donors, or contacts.
5. **Volunteer Coordination:** Assist in recruiting, training, and coordinating volunteers for events or ongoing programs. This may involve creating schedules, providing orientation, and ensuring volunteers have the necessary information.
6. **Grant Writing:** Learn and contribute to the process of writing grant proposals to secure funding for the organization. This includes researching potential grant opportunities, preparing proposals, and understanding grant requirements.
7. **Arts Programming:** Contribute to the planning and development of arts and cultural programs. This may involve researching potential artists, performers, or speakers, and assisting in the coordination of their participation in events.
8. **Budgeting and Finance:** Gain experience in budget management by assisting with financial tasks such as tracking expenses, preparing financial reports, and helping to ensure that programs stay within budget constraints.
9. **Educational Programs:** Support the development and coordination of educational initiatives, workshops, or outreach programs that engage the community and promote arts education.
10. **Collaboration with Artists:** Work closely with artists, performers, or creators involved with the organization. This may include communication, logistical coordination, and ensuring the artists' needs are met.

Arts administration internships provide individuals with a comprehensive understanding of the behind-the-scenes operations of arts and cultural organizations, preparing them for potential careers in arts management, cultural administration, or related fields.

Please complete our internship application at www.ambodancetheatre.org/internships and elaborate on your prior work experience, current goals, strength areas, and areas for growth!