



JOB TITLE: Communications and Creative Intern
DATE: December 2025
Status: Internship (unpaid)
REPORTS TO: Creative Manager with strategic direction
from the Director of Programs
TIME COMMITMENT: 10-20 hours per week (flexible)
DURATION: Semester-based or summer (flexible)

PRIMARY PURPOSE OF INTERNSHIP

The Communications & Creative Intern supports the Springfield Regional Arts Council's public-facing communications and visual storytelling. This internship is designed as a learning-focused opportunity for students interested in communications, design, marketing, or arts administration. Interns are part of a collaborative team and supported through mentorship, clear expectations, and hands-on experience.

KEY OPPORTUNITIES FOR LEARNING

Each internship experience will be tailored to match both the needs of the intern and the organization. Examples of internship projects include, but are not limited to:

- COMMUNICATIONS SUPPORT
 - Assist with scheduling and publishing content across SRAC's social media platforms.
 - Draft and edit captions using approved messaging and tone.
 - Assist with formatting and scheduling email newsletters.
- CREATIVE & DIGITAL SUPPORT
 - Help organize and manage digital assets (photos, graphics, videos)
 - Assist with preparing graphics for social media, email, and/or web use.
 - Support light photographing and video recording at events as needed.
- WEBSITE SUPPORT
 - Assist with updating event, exhibition, and class listings on the SRAC website.

WHY THIS INTERNSHIP IS STRUCTURED FOR LEARNING

SRAC is committed to providing a meaningful educational internship experience. While this position is unpaid, interns receive:

- Clear supervision and mentorship from experienced arts professionals.
- Defined responsibilities focused on learning and desired learning.

- Opportunities to observe and engage in planning and decision-making processes.
- Regular guidance, feedback, and check-ins.
- Flexible scheduling to support academic and personal commitments.

LEARNING OUTCOMES

- Understanding nonprofit communications workflows
- Experience with social media scheduling and content calendars
- Learning about brand consistency and visual storytelling
- Insight into arts marketing and collaboration across departments

PREFERRED SKILLS & INTERESTS

- Interest in communications, design, marketing, or digital media
- Strong written communication skills
- Familiarity with social media platforms, particularly Instagram and Facebook
- Experience with Canva, Adobe tools, or photography is a plus (not required)
- Organized, reliable, and eager to learn.