



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.