



JOB TITLE: Programs, Events & Community Arts Intern
DATE: December 2025
REPORTS TO: Program 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 Programs, Events, and Community Arts Intern supports the Springfield Regional Arts Council's programming, exhibitions, events, and community-facing arts initiatives. This internship is designed as a hands-on learning experience for students interested in arts administration, event production, or community engagement. 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:

- PROGRAMS & EXHIBITIONS SUPPORT
 - Assist with SRAC exhibitions and artist communications.
 - Help prepare print and/or digital materials for installations, receptions, and programs.
 - Support jury processes and calls for artists.
- EVENTS SUPPORT
 - Assist with planning and preparation for Artsfest, the Ozzie Awards, and/or the \$100 & Under Art Market.
 - Support event logistics and on-site operations like setup, tear down, and public facing interaction.
- COMMUNITY ARTS & EXPERIENTIAL PROJECTS
 - Support community-facing and hands-on art projects.
 - Assist with setup, public engagement activities, and photograph and data documentation.

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

- Experiencing hands-on coordination of exhibitions and event production
- Understanding artist relations and program logistics
- Seeing community-based arts initiatives in action.
- Insight into nonprofit operations and collaboration

PREFERRED SKILLS & INTERESTS

- Interest in arts administration, event planning, or community engagement
- Strong organizational and communication skills
- Comfortable working with artists and the public
- Willingness to assist with hands-on setup and logistics.