

## Job details

Job Type: Internship

### Qualifications

- Education:
  - High school Senior and/or College equivalent (Required)

### **Full Job Description**

#### **Art Defined Productions, Inc. Internship**

#### **About Art Defined Productions, Inc.**

**Art Defined Productions seeks to establish a collective of artists that will present works to the underserved communities throughout New York City, especially within areas of The Bronx. Providing arts and culture to the community will encourage discovery for personal growth. Art education is vital to the development of the community, applying increased benefits such as literacy, speech, critical thinking and creativity. While bringing artists and community members together, this artistic movement will create new experiences to inspire a defining perspective of art.**

**Founded by established artists, Art Defined Productions is a movement to address the hardships of artists searching for safe spaces to express, share and call home. Our response is to offer insights into the professional world where we create opportunities in a nurturing environment. Through workshops and showcases, these cultivating environments produce significant works that encourage the artist's unique voice. Taking full ownership of their craft, artists will now approach their careers understanding their intrinsic value. Now representing their communities, they will be seen, heard and honored.**

#### **Internship Description:**

**We are looking for an intern interested in learning all aspects of public relations, non-profit work, social media marketing, and event planning to help raise funds for our cause. The intern who fills this position should be social media savvy, have strong communication and writing skills, and possess a high attention to detail. Most importantly, we're looking for someone with a big heart who has the initiative to help our foundation grow.**

**This is an unpaid, for high school & college credit-only internship and it is an entirely REMOTE, VIRTUAL position. Interns work 20 hours a week for 6 months - year. These schedules, hours, and days are flexible.**

#### **Responsibilities:**

- **Manage and create content on all forms of social media (Facebook, Instagram, Twitter, LinkedIn, TikTok etc.)**
- **Create successful strategies to spread awareness and increase fundraising opportunities**
- **Help with planning and implementation of upcoming events - including virtual activities and events!**
- **Assist with writing blogs, newsletters, emails and other materials related to the foundation**

**Requirements:**

- **You have a self-starter attitude, take initiative, and are a great communicator**
- **You have a dedicated, passionate, hard-working personality with a strong desire to help others**
- **You possess strong verbal and written communication skills. Your writing rarely need editing or supervision**
- **You have a solid understanding of social media and have a desire to learn more**
- **You are a team player who can take directions and handle criticism well.**

**Benefits:**

- **Practical non-profit experience working directly with the Director and Founder**
- **Shadowing, mentoring, and training opportunities in marketing, public relations, and event planning**
- **We offer COLLEGE CREDIT and recommendation letters for students. Especially during these times, this is a great work opportunity to continue to build your resume from the safety of your home.**

Job Type: Internship

Pay: \$0.00 per hour

**Benefits:**

- **Flexible Schedule**
- **Professional Development Assistance**

**Schedule:**

- **Day/Night shift**

**COVID-19 considerations:**

We understand that these are difficult, uncertain times, this position is completely remote and virtual to ensure the safety of our team.

**Education:**

- **High school Senior or College equivalent (Required)**

Work Location:

- Fully Remote

This Job Is Ideal for Someone Who Is:

- People-oriented -- enjoys interacting with people and working on group projects
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity

Company's website:

- <https://www.artdefined.org/>

Company's Facebook page:

- <https://www.facebook.com/artdefinedinc>

Company's Instagram Page:

- <https://www.instagram.com/artdefinedinc/>