



Young  
Audiences  
Arts for  
Learning

Virginia

## Internship Program 2015-2016

### **About Young Audiences of Virginia, Inc:**

Young Audiences is the country's foremost arts-in-education non-profit organization. Founded in 1955, The Virginia Chapter of Young Audiences (YAV), is headquartered in Norfolk, VA and focused on providing in-school performances or artist-in-residence programs for public, private, charter, and home school associations, as well as professional development for educators throughout the Commonwealth.

**The primary focus is to inspire and engage student IN and THROUGH the arts.**

In 2015, Young Audiences of Virginia served 64,500 children, parents and educators. The YAV Staff, Interns, and Artistic Faculty generate opportunities for students of all social and economic standing to imagine, create and realize their full potential through the arts.

YAV is also expanding our commitment to systemic change by providing quality arts integration staff development in partnership with school systems and universities. The organization has grown to one with more than 195 professional artists in various artistic disciplines, working and performing in schools and is the largest arts-in-education organization in Virginia.

### **About the Internship Program:**

- Work Schedule: flexible; 12-15 weeks
- Minimum of 10 Hours per Week
- Benefits: access to artist workshops, performances, and professional development
- Compensation: unpaid, college credit preferred
- SESSION I: January – April
- SESSION II: May – July
- SESSION III: August – December

### **All Internship Qualifications:**

- Microsoft Suite skills
- Excellent communications skills
- Positive attitude
- Some understanding of the Arts community, Virginia school system, and non-profits (Preferred but not required)

**Application Instructions:** Email resume to [info@yav.org](mailto:info@yav.org)

### **Internship Coordinator:**

Michael Kerry Williams, [executivedirector@yav.org](mailto:executivedirector@yav.org)  
420 N. Center Drive, Ste. 239  
Norfolk, VA 23502  
757-466-7555 ext. 305

## INTERNSHIP POSITION DESCRIPTIONS

### ***Development/Fundraising Internship***

This is a semester long internship that will provide the successful applicant with an opportunity to work in the many different departments. As the Development/Fundraising intern, you will be playing an active role in supporting the planning and execution grant writing, research and organization.

#### **Learning Experiences Include:**

- Work with the Development/Fundraising Committee, the Board, the Development Director and the staff to develop, plan and implement daily operations
- Data entry and evaluation of fundraising campaigns and donor cultivation
- Assist with record keeping of all donations and donor contact history
- Research and target funding prospects.
- Assist with drafting and editing of proposals and grants
- Assist with coordination of mission focused tours and donor cultivation events
- Assist with filing and organization of donor database
- Assist with special projects as needed
- Assist Development Director with development mailings including the Annual Campaign, corporate/foundation solicitations, etc.

#### **Requirements and skills:**

Attention to detail

Well organized

Strong interpersonal skills

Creative

Positive attitude

Problem solving skills

Strong writing skills

Experience with Microsoft Suite

Some understanding of the Arts community, Virginia school system, and non-profits.

Experience with Donor Perfect or other CRM systems is a plus!

### ***Event Planning and Special Events Internship***

#### **Learning Experiences Include:**

- Assist with development mailings including the Annual Campaign, corporate/foundation solicitations, etc.
- Work with the Development/Fundraising Committee, the Board, the Development Director, and staff to develop, plan and implement an Annual Fundraiser including donor solicitations, catering, decorating, site management, etc.
- Assist with special projects
- Assist with filing and other administrative tasks related to the Annual Fundraiser

#### **Requirements and skills:**

Can-do attitude

Strong interpersonal skills

Positive outlook

Experience with Microsoft Suite

## ***Marketing and Graphic Design Internship***

### **Learning Experiences Include:**

- Work with the PR/Development Coordinator and staff to coordinate (copy, layout, production and mailing) various communication pieces including annual reports, resource guide, newsletters, website maintenance, showcase flyers, postcards, etc.
- Draft and issue press releases as necessary (artist announcements, fundraising events, board elections, corporate sponsors, etc.)
- Update and maintain a media list.
- Update press kit, as needed
- Assist with developing and managing media relationships as well as write and disseminate news releases, media advisories and guest editorials.
- Assist with press conference coordination.
- Participate in relationship building events.
- Social Media Promotions

### **Requirements and skills:**

Communication, Public Relations, Journalism, or Arts Administration majors/ backgrounds preferred

Proficient Social Media Navigation

Attention to detail

strong interpersonal skills

Positive attitude

Design skills and experience with Adobe Creative Suite, especially InDesign and Photoshop.

Experience with Microsoft Suite

Strong writing skills

## ***Programming and Outreach Internship***

### **Learning Experiences Include:**

- Work with the Scheduling Teaj to increase the reach of arts education programming to more students and sites across the state of Virginia.
- Oversee the distribution and collection of teacher and student program evaluations.
- Make site visits and evaluate programs and artists.
- Create and distribute contracts for programs to artists and school contacts.
- Provide on-site support to teachers, artists, and students during programs as needed
- Work with the marketing department to develop targeted marketing materials and mailing lists to increase visibility in underserved areas of the state.
- Assist with planning artist-in-residency programs.
- Collect and analyze data pertinent to programming, student reach, marketing, and development.
- Assist with filing and other administrative tasks.
- Assist with special projects.

### **Requirements and skills:**

Positive attitude

Strong interpersonal skills

Experience with Microsoft Suite

Some understanding of the arts community, Virginia school systems and non-profits

## ***Arts Integration/Education Internship***

Learn how teachers and artists partner together to develop, plan, and teach arts integrated lessons. Arts integration is an innovative method of teaching in which students demonstrate their understanding of core curriculum subjects through an art form (like music, dance, theatre, visual art.) Work in an exciting and interactive atmosphere with professional artists and experienced public school educators. Exposure to our Teaching Artist Training program will give you a once in a lifetime experience.

### **Learning Experiences Include:**

- Work closely with program directors to do logistical programming, set up, registration, and other administrative duties
- Assist artists in the workshops and learn arts integration strategies alongside teachers and artists
- Assist with planning artist-in-residency programs
- Assist with research, planning, and developing professional development programs for educators
- Assist with developing resources for teachers, administrators and parents to use in conjunction with arts programs
- Assist with special projects

### **Requirements and skills:**

Self-starter

Organized and detail oriented

Some experience with art, education, and working with students

Strong communication skills

Background check required