



Program: **Salazar Arts Internship Program**  
Position: **Education and Community Engagement Intern**  
Status: 8-week paid internship; 20 hours per week  
Duration: Summer Program June 3, 2024 – July 31, 2024  
Reports to: ECE Director and ECE Program Manager  
Location: Performing Arts Houston, Jones Hall, 615 Louisiana St, Houston, TX 77002  
Compensation: \$15.00/hr

Performing Arts Houston is an equal opportunity employer – we value diversity. All are encouraged to apply. Strong candidates will work in alignment with Performing Arts Houston's [Mission and Values](#).

Performing Arts Houston's Education & Community Engagement Department serves over 70,000 students and adults each season through approximately 125 unique events. PAH's education and community engagement programs are typically centered around the diverse national and international artists that PAH brings to Houston and include master classes, artist residencies, teacher workshops, community performances, an annual student art contest, and a writing and movement residency.

This **Education and Community Engagement Internship** will provide hands-on, practical experience in arts education, arts administration, and the performing arts. The Education & Community Engagement Intern will assist in the planning and execution of education programs, including teacher training workshops, master classes, intensives, and lectures. The main focus of the internship will be to deepen the understanding of arts non-profit work and build skills in administration and program design. Through a structured learning experience, the intern will develop a broader understanding of the performing arts industry, arts education, and the issues affecting the field. Skills gained in this internship will translate to a variety of endeavors both within and outside of the performing arts. Additionally, interns will participate in cohort activities designed to introduce a broad range of career opportunities within the non-profit arts field.

The Education & Community Engagement Intern will report to the ECE Director and the ECE Program Manager. The intern can expect to interact with other key staff members across departments, including (but not limited to): Marketing & Communications, Development, and Finance. The intern will also work closely with volunteers and other interns.

This position is an eight (8) week, paid, part-time internship beginning on June 3, 2024 – July 31, 2024. The intern is expected to work 20 hours per week, scheduled Tuesday through Thursday, from 9:30AM – 4:00PM. Some evenings or weekends are required, depending on PAH presentation schedule and special events. The intern should have a reliable form of transportation, as some local travel is expected. Parking in the Theater District Parking lot will be provided by PAH.

Potential interns must pass a background check and provide proof of COVID vaccination and booster.

**Primary Responsibilities:**

The intern's responsibilities will include (but are not limited to) the following:

- Conduct research related to slated arts educational programming
- Prepare and organize materials for education-related activities
- Draft email, online, and print education marketing materials
- Assist with the planning and implementation of education and community engagement programs for the upcoming season
- Update and edit education-related databases, document, and materials
- Other duties as assigned

**Essential Skills/Qualifications:**

The ideal candidate will be a currently enrolled undergraduate student who will be returning to college as a junior or senior in the fall of 2024.

The ideal intern should have an interest in the arts, education, non-profit administration, or arts administration and be pursuing a major or minor in a related field. Additionally, the ideal intern is self-motivated, enthusiastic, organized, and detail-oriented with knowledge and experience in Microsoft Office, Adobe Creative Suite, Canva, and a variety of social media platforms.

If you think you can excel in this role, even though you do not meet 100% of the qualifications, we encourage you to still apply. Performing Arts Houston is committed to considering a broad range of applicants for this position.

**How to Apply:**

Interested candidates should send an email with the subject line "Salazar Arts Internship Program" to [education@performingartshouston.org](mailto:education@performingartshouston.org) with the following:

- A cover letter addressing your interest in the Salazar Arts Internship Program. The letter should also address the specific department internship positions for which you are applying
- A resume
- A copy of unofficial transcripts
- One letter of support from an arts administrator or faculty member from your school
- Please apply by or before 6:00PM on April 26, 2024