



Program: **Salazar Arts Internship Program**
Position: **Education and Community Engagement Intern**
Reports to: ECE Director and ECE Program Manager
Location: Performing Arts Houston, Jones Hall, 615 Louisiana St, Houston, TX 77002
Compensation: \$17.00/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](#).

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.

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 Performing Arts Houston.

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 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 junior or senior enrolled in an accredited undergraduate degree program.

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.