Arts Administration Intern

Organization: Young Audiences of Houston
Location: Houston, Texas
Position Type: Part-Time Internship
Internship Term: 6 Weeks
Schedule: Approximately 15 hours per week
Compensation: Paid internship at $16 per hour
Work Arrangement: In-person

About Young Audiences of Houston

Young Audiences of Houston inspires and connects children and communities through meaningful arts experiences that foster creativity, learning, and cultural understanding. Through partnerships with schools, libraries, community organizations, and professional teaching artists, Young Audiences of Houston expands access to high-quality arts education for children and families throughout the Greater Houston region.

Position Summary

Young Audiences of Houston is seeking an organized, creative, and motivated Fall Arts Administration Intern to support the organization's programs, communications, development, and administrative activities.

The intern will gain hands-on experience working within a nonprofit arts-in-education organization while contributing to projects that increase access to meaningful arts experiences for children and families. This position is ideal for a student or emerging professional interested in nonprofit management, arts administration, education, communications, community engagement, or fundraising.

The intern will work closely with Young Audiences of Houston staff and may communicate with teaching artists, educators, community partners, donors, and volunteers. The intern will be required to pass a background check before beginning the internship.

Primary Responsibilities

Responsibilities may include:

- Assist with coordinating arts education programs, workshops, performances, and community events.
- Support communication with schools, libraries, teaching artists, and community partners.
- Help organize program schedules, attendance records, surveys, evaluations, and supporting documentation.
- Enter and update information in organizational databases, spreadsheets, and digital filing systems.
- Assist with social media content, newsletters, website updates, photographs, and promotional materials.
- Research prospective donors, grant opportunities, community partners, and arts education resources.

- Support donor stewardship, fundraising campaigns, special events, and development activities.
- Identify and secure in-kind materials and donations to support our programs and services.
- Prepare program materials, packets, presentations, reports, and correspondence.
- Help collect participant feedback and organize program outcomes and success stories.
- Attend selected staff meetings, programs, community events, and professional development opportunities.
- Complete a semester-long project based on the intern's interests and the organization's current priorities.
- Perform other administrative and program-related duties as assigned.

Learning Opportunities

The intern will have opportunities to:

- Learn how a nonprofit arts organization develops and delivers community-based programming.
- Gain experience in arts administration, program coordination, communications, and fundraising.
- Strengthen professional writing, research, organization, and project-management skills.
- Observe collaborations among artists, educators, schools, libraries, funders, and community organizations.
- Develop an understanding of nonprofit operations, grant-funded programming, program evaluation, and community engagement.
- Build a portfolio of completed projects and professional work samples.
- Receive mentorship and feedback from Young Audiences of Houston staff.

Preferred Qualifications

- Currently enrolled in or recently graduated from a college, university, or professional training program. Though this is not a requirement.
- Interest in arts education, nonprofit management, education, communications, fundraising, public relations, marketing, or community engagement.
- Strong written and verbal communication skills.
- Dependable, organized, detail-oriented, and able to manage multiple assignments.
- Comfortable working independently and collaboratively.
- Proficiency with Microsoft Office or Google Workspace.
- Familiarity with social media, Canva, databases, or customer relationship management systems is helpful but not required.
- Ability to communicate professionally with individuals from diverse backgrounds.
- Commitment to expanding equitable access to arts and educational opportunities.

Previous nonprofit or arts experience is not required. Young Audiences of Houston welcomes applicants who are eager to learn and contribute to the organization's mission.

Schedule and Academic Credit

The internship will be 6 weeks, 15 hours per week. Flexible scheduling.

Some evening or weekend availability may be requested for programs or special events. Young Audiences of Houston will work with the intern's college or university when the internship is being completed for academic credit.

College experience not required for this internship.

Physical and Technical Requirements

The intern must be able to:

- Work at a computer for extended periods.
- Communicate by telephone, email, and virtual meeting platforms.
- Occasionally lift or transport program materials weighing up to approximately 20 pounds.
- Travel to selected program or event locations when needed.

Reasonable accommodations will be provided to qualified individuals with disabilities.

How to Apply

Please submit the following materials via our online survey:
https://www.surveymonkey.com/r/6GST87G



- Résumé
- References
- Availability during the fall semester
- Your professional goals and interest

Applications will be reviewed as they are received. The position will remain open until filled.