

OFFICE OF ARTS, CULTURE AND THE CREATIVE ECONOMY INTERNSHIP

The City of Philadelphia Office of Arts, Culture and the Creative Economy (OACCE) seeks an Intern to support its 2022 programs. This is an opportunity to learn about OACCE's role in City government, and to support the communications and outreach strategies of programs led by Philadelphia's Local Arts Agency.

The Intern will support the promotion of OACCE, its arts access programs, public art process, and community engagement projects. Tasks will include but are not limited to editing website content, curating the online Arts Access Calendar of free cultural events, researching opportunities for local cultural organizations and artists, and assisting in the development of promotional content for social media, email, and print communications. This role will support (virtual) community engagement events with event coordination assistance, creating meeting materials and logging media coverage. The Intern will also support analytics tracking and reporting, as well as maintenance of an internal database of contacts.

Stipend: \$15/hour

Hours: Up to 20 hours per week, days and hours are negotiable.

Dates: May start as early as January 2022 and extend through May 2022.

Location: On-site at City Hall, Room 116

Required skills & experience:

- Basic understanding of communication strategies and developing concepts based on existing brand standards and office mission
- Experience in publishing digital content with WordPress and MailChimp
- Experience with developing new content and scheduling existing content for social media
- Experience with (virtual) event support and documentation
- Prior experience in an office setting or team structure preferred.
- Proficiency with Microsoft Office Suite required
- Experience with Adobe Suite or Canva preferred
- Pursuing a degree in Communications, Public Administration, Arts Administration or a similar creative field

Ideal intern should have the following qualities:

- Pro-active, self-directed, detail-oriented, and organized
- Able to meet deadlines
- Enthusiasm and initiative to take on new projects
- Excellent verbal and written skills
- Strong inter-personal, email, and phone skills
- Capacity to work independently and collaboratively as part of a team
- Interest in and/or knowledge of public art, visual arts, performing arts, and the cultural field as it pertains to civic engagement, especially in Philadelphia
- Be a Philadelphia resident

Deadline to apply is December 10, 2021. Please email a cover letter, resume, and a relevant writing sample to carrie.leibrand@phila.gov with "OACCE Internship" in the subject line. No phone calls please. To learn more about OACCE, visit creativephl.org.