



Total Arts!

Creative Arts Workshops

The Total Arts! Internship 2023

Total Arts! offers a variety of creative arts workshops in the fine and performing arts including art, music, movement and dance, drama, creative writing, public speaking, and storytelling. We run seasonal events, creative arts birthday parties, Girl Scout workshops to help fulfill badge requirements, and we are involved with after-school enrichment programs in surrounding communities. We partner with professionals in the area to provide quality programming for children, teens, and adults.

Job Description

The Total Arts! intern will work directly with the co-founders, Michele and Amy, as they provide workshops that are both fun and educational, and that encourage participants to explore, discover, and create through a range of creative modalities. An intern will have the opportunity to be involved in all aspects of the company including assisting or leading workshop elements, record-keeping, scheduling, researching topics, preparing workshops, ordering materials, and marketing. The intern will be expected to be able to work as part of the team but also demonstrate the ability to work independently on assigned tasks. This part-time position will involve flexible hours and duration based on the needs of Total Arts! and the availability of the intern with the aim to provide the internship's required hours and meet the student's goals for the placement.

Responsibilities

The intern can expect to be involved in some or all of the following areas of the company in some capacity;

- Helping to research and plan workshops for summer and fall programs for children, teens, and adults
- Assisting with and/or taking a lead role in the leading of activities during summer workshops (the intern would not be expected to be available for all summer program days but would be welcome in any/all)
- Assisting in the running of any birthday parties or events that come up over the summer months
- Assisting in creating social media posts and other advertising/marketing efforts
- Helping with record-keeping and customer information management
- Primary responsibility will be onsite in Peabody, MA with some remote work possible
- Workshops will also be run in Hamilton and Manchester and may require some assistance from the intern

Requirements

The Total Arts! intern should;

- Demonstrate experience and skill in one or more areas of the creative arts
- Demonstrate excellent written and oral communication skills
- Be familiar with social media platforms (preferred but not required)
- Demonstrate excellent attention to detail
- Have experience instructing others in the creative arts (preferred but not required)
- Have a history of working with children and teens (preferred but not required)
- Have their own reliable transportation
- Be willing to have a background check completed (at the expense of Total Arts)

Compensation

The internship is an unpaid position although we may be able to provide a small stipend to help cover travel expenses based on overall enrollment in our summer programs. The job description and responsibilities can potentially be tailored to address specific college internship requirements and goals for the placement.

Students interested in a summer internship with Total Arts can contact Michele and Amy with questions or send a resume via email to totalartsworkshops@gmail.com

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