



RxART Fall 2021 Internship

RxART is seeking a highly motivated individual for our Fall 2021 Internship, which is focused on Social Media & Marketing and Development. RxART is an NYC-based national arts nonprofit organization with the mission of helping children heal through the extraordinary power of visual art. We commission exceptional contemporary artists to transform sterile healthcare facilities into engaging and inspiring environments. For the past 20 years, RxART has completed 53 projects with 62 artists in 36 hospitals throughout 20 cities in the U.S.

RxART interns play a big role in our small and mighty team. We seek interns who are creative thinkers and smart workers who are excited about our mission. It is essential that interns are effective communicators who are adaptable to an array of responsibilities. RxART Internships offer the opportunity to gain valuable hands-on experience in a dynamic, fast-paced nonprofit arts organization, developing essential skills in arts administration.

Intern Duties:

- Help develop social media strategy & maintain a calendar of brand related content
- Facilitate production of in-house marketing material, including design & assembly
- Assist with Salesforce database: Contact & gift entry, list & report pulling, content cleaning
- Conduct prospect research to help identify potential new donors
- Assist with MailChimp: Contact entry, newsletter drafting, and list segmenting
- Assist with donor mailings: Acknowledgments, annual appeals, newsletters, invites
- Provide support for virtual and local in-person events

Qualifications:

- Proficient in Microsoft Office Suite, Adobe Creative Suite (especially Photoshop and InDesign), Instagram, Facebook, Twitter, Vimeo; knowledge of MailChimp and WordPress preferred
- Experience using Zoom for virtual programming
- Strong organizational, writing, and research skills
- Interest in and knowledge of contemporary art
- Ability to be proactive and work collaboratively

Dates & Compensation:

The internship begins in September and runs through the end of the school semester in December. The internship is in-person in RxART's Lower East Side office. We require a commitment of at least 3 days a week, ideally 4-5 if possible, for a full 3 months. There is a stipend of \$2,000 for the semester and the internship qualifies for academic credit.

To Apply:

Please send a resume and cover letter including availability to megan_skidmore@rxart.net