



### **RxART Fall 2022 Internship**

RxART is seeking a highly motivated individual for our Fall 2022 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 56 projects with 65 artists in 36 hospitals throughout 20 cities in the United States. RxART also operates as a registered charity in Canada.

RxART interns play a big role in our small and mighty team. We seek individuals who are creative thinkers and smart workers who are excited about our mission. It is essential that our 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:**

We require a commitment of at least 3 days a week for a full 3 months. There is a stipend of \$1,000 per semester and the internship qualifies for academic credit. It is preferable if a candidate can work with us for up to 6 months. The internship is in-person at RxART's Lower East Side office during weekdays, Monday to Friday, 10 AM to 6 PM.

### **To Apply:**

Please send a resume and cover letter including availability to [sara\\_robertson@rxart.net](mailto:sara_robertson@rxart.net)