



Transformative Arts Fund Internship

About the City of Cleveland: If you are interested in gaining real-life experience and knowledge from working in a Municipal Corporation, then you want an Internship with the City of Cleveland. The City of Cleveland employs over 8,000 people, all holding a variety of jobs; including various public administration professions, skilled craftsmen, healthcare workers, architects, engineers, superintendents, project managers, teachers, human resource professionals, and more. Join us today as we shape our future.

Intern with the Office of the Mayor City of Cleveland

Insert Job/Internship Title Transformative Arts Fund Internship

Location: In-person, 601 Lakeside, Cleveland, Ohio

Work Schedule: Minimum 20 hours per week. Flexible scheduling between 10 am and 5 pm, Monday – Friday with some evening hours.

Duration: Recruiting for the fall and spring semester, October 2023 through April 2024

Compensation: Stipend in the amount of \$1500 to be paid in three installments.

Reports to: Rhonda Brown, Senior Strategist Arts, Culture and Creative Economy

Insert Job/Internship Description

The City of Cleveland is looking for 2 college students currently enrolled in an Arts Administration program to support and develop the planning, communication, and project administration of the Transformational Public Arts Projects Fund Program. This program will provide grants to public/private for public arts programs.

Examples of Duties The interns will work in collaboration with the Senior Strategists Arts, Culture & Creative Economy to:

- Project management to include scheduling meetings, development of agendas, taking and summarizing notes from all meetings, completing research and writing summaries
- Staff TPAPF Committee meetings, disbursing meeting agendas and notes in advance of meetings; coordinating meetings; setting space and preparing decks
- Source/confirm technical assistance panel locations, creates and distributes communications for panels, prepares agendas, sets space,
- Work with TPAPF to develop application, rubric, and application communication and source materials
- Collaborates with committee and internal communications team to develop a far reaching communications plan that will extend beyond traditional arts organizations, but to include libraries, parks and recreation, faith based organizations, CDCs and more.
- Ensuring that the above information is organized, accessible, and available for open access to the public for review.
- Other duties as necessary

Work Schedule: *18-30 hours a week during the fall and spring 2023-2024 academic year. Must be able to work some evenings and weekends.*



City of Cleveland Intern Description

Justin M. Bibb, Mayor

Compensation: Interns will be paid a stipend and also will receive academic their credit from their institution.

Minimum Qualifications: To be considered for this internship you must: *(recommended bullet points)*

- Candidate must be enrolled in an accredited undergraduate college or university with an interest in arts administration or a related field
- Strong organization and communication skills.
- Strong fluency in Microsoft Office products like Powerpoint, Word, etc.
- Ability to work independently, exercising responsible judgment and initiative
- Ability to work in a team environment
- Must have excellent verbal communication skills and exceptional interpersonal skills
- Candidate must be available to work within the prescribed hours or if flexible hours or offered, during the season in which he or she is employed.

Preferred Qualifications:

The ideal candidate will have an interest in community based arts programs with equity and inclusion

Application Instructions:

To apply, please use the following link: [\[Insert your Internship Job Posting link here\]](#)

You will be asked to create an Account Profile along with your Application. Be sure to include your resume with your application.