

Events and Programming Internship (course credit eligible)

Part-time: 8-10 hours per week up to 120 hours

Reports to: Akron Soul Train Executive Director, Pita Brooks

Location: Akron, Ohio

About Akron Soul Train:

Akron Soul Train is a non-profit arts organization dedicated to providing resources and support for artists in the Akron community. Our mission is to cultivate an environment that fosters creativity, innovation, and collaboration. Through artist residencies, exhibitions, and community programs, we aim to enrich the cultural landscape of Akron.

Position Overview:

Akron Soul Train is seeking a motivated and creative Events and Programming Intern to join our team. This internship offers a unique opportunity to gain hands-on experience in event planning and program development within a vibrant arts organization. The selected candidate will work closely with our Events and Programming team to execute various initiatives and contribute to the overall success of Akron Soul Train.

Responsibilities:

Assist in Event Planning:

- Contribute to the planning and execution of exhibition openings, workshops, community events, and our annual benefit.
- Coordinate logistics, including venue arrangements, catering, and audiovisual setups and budget.
- Collaborate with vendors and sponsors to ensure seamless event operations.

Program Development:

- Participate in brainstorming sessions for new and innovative arts programs.
- Research and propose ideas for community engagement initiatives.



Artist Residencies | Downtown Akron, OH

- Assist in developing program schedules and coordinating with artists and facilitators.

Marketing and Promotion:

- Support the creation of marketing materials for events and programs.
- Assist in managing social media accounts and promoting events online.
- Engage with the community to increase awareness of Akron Soul Train's activities.

Documentation and Evaluation:

- Capture and document events through photography and video.
- Gather feedback from participants and assist in evaluating program success.
- Contribute to post-event reports and analysis.

Qualifications:

- Current enrollment in a related undergraduate or graduate program.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Creativity and a passion for the arts and community engagement.
- Familiarity with social media platforms.

Benefits:

- Hands-on experience in event planning and programming within a non-profit organization.
- Networking opportunities within the local arts community.
- Mentorship and guidance from experienced professionals in the field.
- Opportunity for academic credit (if applicable).

Akron Soul Train is an equal opportunity employer and encourages candidates of all backgrounds to apply.

Apply online at www.akronsoultrain.org/internships

Questions please email info@akronsoultrain.org

www.akronsoultrain.org

191 S. Main Street, Akron, OH 44308