



ARTS EDUCATION INTERN

The Imagine Bus Project engages and inspires incarcerated youth, and youth impacted by the juvenile justice system through arts education and community partnerships. We enable self-expression and self-sufficiency so that young people can successfully re-enter their communities and find a path to a fulfilling future.

The Imagine Bus Project is seeking a dynamic Arts Education Intern to support the development and research of arts education programs for youth incarcerated. The Arts Education Intern will work closely with the Program Director to support the archive, documentation, and research of TIBP's programs.

Responsibilities:

Archive

- Develop system for storing and documenting student process artwork
- Support online TA Hub for sharing TIBP curricular resources and lesson plans
- Organize images from server upload to Flickr and archive

Managing Resources

- Manage and track inventory of equipment and art supplies
- IT Support - Update and keep laptops in good working order, identify repairs and updates needed

Program Support

- Research on juvenile justice
- Prepare analysis of evaluations conducted in prior years and each semester
- Exhibition/PR support
- Administrative duties as assigned

Qualifications

- Prior experience in administrative support
- Knowledge of arts education, community, and/or arts community
- Strong writing and computer skills
- Knowledge of design software and ability to be tech savvy
- Access to a vehicle a plus
- Ability to collaborate and be a part of a team

Job Requirements

- Ability to commit to at least one day (5 hours) per week for three months. Office hours are Monday-Friday, 9 am-5 pm.

To apply: send resume and cover letter expressing interest to info@imaginebusproject.org