



School of Creativity Intern Job Description

Internship Job Title:	School of Creativity Intern (Unpaid)
Location:	1307 N Rock Road, Wichita, KS 67206
Start Date:	June 1, 2024
End Date:	July 31, 2024
Schedule: (Days/hours):	Monday – Friday FLEXIBLE HOURS
Direct Supervisor:	Education Manager

Description

Looking to make an impact over the summer? In addition, have fun, add value and get outstanding career development experience and training.

Mark Arts is seeking a qualified intern to join our Art Education team. We're looking for a driven, ambitious individual who wants to create a career in arts education. We're offering a flexible schedule if you continue to take classes in the summer or you wish to pursue other opportunities simultaneously. We provide extensive training, guidance and support, as well as the opportunity to gain valuable work experience.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects website user analysis.

Responsibilities

- Enhance student experience
- Conceptualize original ideas that bring simplicity and user friendliness to current systems
- Send out student surveys and analyze results for better customer satisfaction
- Work independently to complete regular maintenance on the website
- Assist in event planning
- Facilitate education projects

Requirements

- Must be 16 years of age
- Excellent verbal and written communication skills
- Extensive knowledge of social media

- Highly organized



- Driven and hard-working
- Integrity and dependability
- Ability to take direction and multi-task
- PowerPoint, Word and Excel experience a plus
- Social Media Skills

Skills and Abilities:

- Strategic, artistic and creative thinker
- Outstanding databases management and analysis
- Excellent organizational and communication skills
- Proficiency in the use of computers for the use of email, class registrations, and assessment needs
- Proficient with Adobe applications
- Able to communicate their workload to meet shifting deadlines
- Looking to play a major role in shaping the online presence of Mark Arts
- Flexible problem-solver with passion for the visual arts
- Successful independent work history

Benefits

- Practical experience with current marketing and advertising techniques
- Mentoring, and training opportunities with successful Education Team
- Flexible schedule for students

ACKNOWLEDGEMENT

I, _____ acknowledge review of this job description.
(Intern's Name - PRINT Name)

Intern's Signature

Date

Supervisor's Signature

Date