

Internship/Job Title: Communications & Marketing Intern

Paid/Unpaid: Paid

(If applicable) Rate/Stipend: TBD

Credit Available: Y

If yes: HS _x_ College _x_

Duration/Dates/Semester: Rolling

Total Hours per week: 10-20 hours

Company/Organization Name: Community Access to the Arts, Inc

Work Location: 420 Stockbridge Rd, Great Barrington, MA 01230

Remote Work Available: No

Company/Organization Description (and mission):

Nonprofit, Arts

Community Access to the Arts nurtures and celebrates the creativity of people with disabilities through the arts. Through dynamic arts workshops in painting, dance, theater, singing, drumming, juggling, yoga, creative writing, and more, CATA artists tap into their potential, explore new talents, and share their unique points of view. Public events including our annual performance and year-round art exhibits bring our whole community into the act, shining a light on the ability within disability.

CATA uses the exhilarating power of the arts to draw public attention to the contributions and talents of a population that has historically been underserved. We envision a community where: Art changes people's lives and inspires powerful connections, bridging gaps and breaking down boundaries to remind us of all that we have in common AND art promotes inclusion and celebrates diversity, creating a strong community that embraces the value of all its members.

Reports to: Communications Director

Description of Duties:

Assisting with CATA's social media, including crafting and scheduling posts, creating accessible image descriptions, and tracking engagement.

Assisting in cataloging photos and videos in the digital library.

Assisting with weekly website updates, including adding events, updating photos, and embedding image descriptions.

Editing and formatting photos for use in print newsletters, flyers, and posters as well as social media, website, and email.

Adding CATA events to local events calendars.

Assisting with mailings to donors, partners, families, and community members

Potential to assist in documenting workshops through photography and videography.

Learning Outcomes:

Learn the ins and outs of nonprofit communications, and how strategic storytelling and marketing supports donations and builds community.

Learn skills about capturing and telling captivating stories through print and digital media.

Gain experience in Adobe Creative Suite, including Photoshop, InDesign, and other platforms.

Gain hands-on experience in a fast-paced, mission-centered nonprofit.

Skills/Competencies Required:

Interest in the arts and community engagement.

Experience with social media platforms (Facebook and Instagram) preferred.

Experience editing photos and videos is a plus, but not required.

Ability to successfully engage with people who are diverse by race, class, ethnicity, gender identity, sexual orientation, neurodivergence, and ability.

How to apply and available until:

Email info@cataarts.org with a cover letter explaining why you would like to intern with us here at CATA and a resume. Availability is on a rolling basis.