



Arts Administration | Social Justice Intern

Creative Strategies for Change (CSC) has been working at the intersection of the arts, restorative practices, and social justice since 2012 and has become a local leader in the field while amplifying the voices of Denver artists, residents, and activists. ***The mission of CSC is to mobilize arts and education for social justice.*** Our offerings include: community and youth programs, interactive performances and workshops, consulting, leadership, and professional development.

This internship is an exceptional opportunity for an intern to work in a unique organization that was organized around anti-racist and social justice principles from the very beginning, rather than a traditional organization that is working to incorporate DEI practices after the fact.

CSC has a small staff team with a collaborative culture that practices our values and models anti-racism on a day-to-day basis. Note: one of our team members is a DITA internship alumnus. Interns are expected to engage in our culture, work on their own liberation, and learn tools to counteract white supremacy norms. This can be challenging at the same time it's fulfilling and we're looking for someone who is willing to dig into learning and growing in these practices along with our team.

The intern will have the opportunity to learn about several areas of arts and nonprofit administration including development/grants, communications, social media, event planning, and implementation, and program planning support. Interns will attend organizational staff meetings (currently Tuesdays 11 am - 1 pm).

In order to understand our mission broadly and give the intern a comprehensive experience we anticipate them spending a portion of their time in the following areas:

Development/Fundraising, Operations, Arts and Education Program

Development/Implementation, Communications/Social Media/Engagement.

The specific projects and details of the internship will be co-created with our intern, based on how their particular skill set and interests intersect with our organizational needs and projects during the time of the internship. Programs/projects anticipated to be in progress in Summer 2022 include fundraising campaign and event, grant preparation, social media, community engagement, and communications projects, Community Leadership Cohort, Community Cypher open mic, Mental Health Mondays, and ACT youth program among others.

Broadly the intern will engage in the following activities:

*Assisting the Development Director with a wide variety of fundraising activities including grant preparation, event planning and implementation, and individual donor campaign. (approximately 40%)

*Working with a team on planning, marketing, staffing, and implementation of programs such as Community Cypher and Mental Health Mondays. Some of our events are online and/or hybrid. Note: most of our events take place in the evenings or on weekends and will require hours outside of the regular 9-5 workday; these will be scheduled in consideration of the intern's schedule and transportation needs. (approximately 15%)

*Using writing, social media, and other marketing and administrative tools to help promote our programs, activities, and fundraising efforts. (approximately 15%)

*Attending organizational staff meetings and reporting on work and activities. May also attend board meetings and various other planning meetings depending on specific assignments. (approximately 10%)

*Assisting our ED or Director of Development and Capacity Building with various broad organizational tasks and projects such as financial management, budgeting or strategic planning. (Approximately 10%)

*Assisting in a variety of staff efforts including general administrative tasks. This will sometimes include basic administrative tasks such as copying, database entry, and similar tasks that are expected of everyone on our team. (Approximately 10%)

Most of the work of this position will be performed during regular office hours, M-F, between 9 am - 5 pm, however, some evening and weekend hours will be needed to attend community events. We will work on scheduling these opportunities with the intern's other commitments. We prefer most work to be done in-office although some remote work may be possible from time to time (or if required due to COVID-19.)

As an ideal candidate, you...

- Have an interest in the intersection of arts and social justice and the desire to learn about nonprofit management, especially fundraising.
- Are familiar with or interested in some of the following: community organizing, performing arts and arts education, youth leadership development, restorative /transformative justice.
- Are willing to learn and grow and participate in a culture that defies white supremacy norms, including participation in discussions and conflict when it arises.
- Enjoy working with diverse teams and communities.
- Are proactive and self-motivated and willing to work within a general direction trying new things, making mistakes, and always learning.
- Have an awareness of your own needs for self-care and a willingness to communicate them to your supervisor and/or team. Our work is sometimes stressful and can involve interaction with program participants, youth, and community members experiencing trauma.
- Are a collaborative communicator willing to learn and practice culturally responsive interpersonal, verbal, and written communication skills.
- You understand the value of the arts as an expression and foundation to the work at CSC.

This position is *not* for you if are not willing to disrupt and dismantle (individually and collectively) the following norms:

- Perfectionism
- False Sense of Urgency
- Value Quantity over Quality
- Power Hoarding
- Fear of Open Conflict
- Defensiveness

- Paternalism
- Either / Or Thinking
- Any other White Supremacy Cultural Norms...

CSC strongly encourages applications from diverse women and BIPOC candidates for all positions. Creative Strategies for Change is committed to a policy of equitable representation across the organization and will not discriminate on the basis of race, ability status, sex, gender identity, religion, sexual orientation, nationality, ethnicity, religion, age, socioeconomic status, or other social identities.