Organization Name: WonderRoot

Address: 982 Memorial Drive
Atlanta, GA 30316

Phone: (404) 254 5955

Web site: www.wonderroot.org

Internship Supervisor:
Jess Bernhart

Supervisor’s contact information:
jess@wonderroot.org, (404) 539 7492

Organization’s Mission Statement:
WonderRoot is an Atlanta-based non-profit arts and service organization with a mission to unite artists and community to inspire positive social change. By providing production facilities to Atlanta-based artists and coordinating arts-based service programs, WonderRoot empowers artists to be proactive in engaging their communities through arts-based service work. We believe that art is an agent of change and that by empowering people with the means to create art, we are in turn empowering people with the means to create change.

Summary of organization’s primary programs and services:
WonderRoot provides opportunities, professional development, and resources to Atlanta artists. To this end, WonderRoot has an Open Access Studio Program (giving access to a Digital Media Lab, a Recording Studio, a Darkroom, a Ceramics Studio, and a Performance Venue); youth programs; collecting programs; a film series; Loose Change, a literary magazine; professional development programming and fellowship; public art programs; gallery space and an exhibition
Intern’s title:
WonderRoot Community Arts Center Summer Intern

Number of interns requested by this organization:
1

Internship project/job description:

Purpose

The Community Arts Center Intern will work in both an administrative and management support role to WonderRoot’s Arts Center Manager. WonderRoot hopes to provide an educational opportunity for the intern through which she/he will learn non-profit arts administration skills, gain programming experience, and improve his/her community outreach skills.

Main Areas of Responsibility

1) Staffing the Arts Center: The intern will provide front office support at the Arts Center for a minimum of 15 hours per week. While at the Arts Center, she/he will greet visitors, check members in and out, give tours, answer the phone, provide technical support to members, assist with general cleaning and maintenance tasks, and work independently on projects related to his/her area of focus. The intern will also provide support during gallery exhibitions and external events as needed.

2) Area of Focus: The intern will be assigned a specific area of focus, which will be determined based on the needs of the Arts Center and the interests of the intern. Previous areas of focus have included volunteer coordination, community art classes management, facilities management, and fundraising. Work in the focus area will be performed both within and outside the Community Arts Center. The intern will be responsible for compiling research reports, crafting and implementing new and updated systems and policies, promoting workshops and events on
WonderRoot’s website and elsewhere, overseeing volunteers, engaging in professional correspondence, and collaborating with WonderRoot members, staff, and partner organizations.

3) New Program: The intern will design, develop, and implement a program/system that is of specific interest to her. This program will likely fall within the intern’s area of focus, but does not necessarily have to. The intern will be responsible for all aspects of the launching of the new program/system, but will work closely with WonderRoot staff and volunteers during the preparation and implementation stages.

4) Classes: The intern will be asked to take part in three classes over the course of the year. The intern can choose which classes she/he takes, but is encouraged to learn about disciplines or techniques with which she/he is not currently familiar.

**Timeline/Commitment**

The internship will begin in June and end in August. The average weekly time commitment will be 15 hours at the center. Occasionally, additional hours may be necessary.

**Collaborative Work with WonderRoot Staff**

The intern will report directly to Jess Bernhart, WonderRoot’s Arts Center Manager. Jess and the intern will formally sit down together for at least one hour a week to touch base about collaborative projects and the intern’s ongoing work. During these weekly meetings, Jess will be open to answering any additional questions the intern may have about WonderRoot, the Atlanta arts scene, and non-profit organizations. Occasional workdays will be planned where the intern and Jess will work side by side.

**Qualifications:**
- Experience / interest in working in the non-profit or arts administration sector
- Excellent written and verbal communication
- Excellent interpersonal skills and consistent work ethic
- Comfortable managing volunteers
- Experience in program development, management, and oversight

If there are other requirements for this position (security check, drug screen, immunizations, etc.) please note them here:
   None

Will the internship require that the student have a car?
   No

Is placement site accessible by public transit or other transportation options?
   Yes