Organization Name: Wonderroot

Address: 982 Memorial Drive SE, Atlanta, GA 30316

Phone: 404.254.5955
Web site: www.wonderroot.org

Internship Supervisor: Jess Bernhart, Arts Center Manager

Supervisor’s contact information including e-mail:
404.539.7492 (cell)
jess@wonderroot.org

Organization’s Mission Statement:
WonderRoot unites artists and community to inspire positive social change.

Summary of organization’s primary programs and services:
WonderRoot provides access and opportunities to artists, activists, and community members. Signature programs include our Open Access Studio program, collecting programs, youth programs, discipline specific events and series (eg Dance Chance, WonderRoot Film Series), Artists Helping Artists educational courses, public art, Walthall professional development fellowship, social change programs, our performance venue, and WonderRoot gallery, among many other things!

Intern’s title: WonderRoot Summer Intern

Number of interns requested by this organization? 2

Internship project/job description:
The WonderRoot Summer 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.
1) 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, 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.

2) 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.

3) Educational Component: The intern will actively participate in discussions with Atlanta arts and non-profit professionals on topics such as: fundraising and grant writing; event planning; curating; ethics and the arts; social media marketing; and volunteer management. These meetings will take the form of a 15-30 minute informational session followed by an open question session and dialogue.

4) 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.

5) Classes: The intern will be asked to take part in three classes over the course of the spring. 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.
Qualifications:
There are no specific qualifications for the position, but an interest in art, activism, and community helps!

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:
No.

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

Is placement site accessible by public transit or other transportation options?
WonderRoot is walking distance from the Inman Park / Reynoldstown MARTA station, and multiple bus routes run on Memorial Drive.