Organization Name: WonderRoot

Address: 982 Memorial Drive SE, Atlanta, GA 30316

Phone: 404-254-5955
Web site: www.wonderroot.org

Internship Supervisor: Stephanie Kong, Programs Director,

Supervisor’s contact information including e-mail: stephanie@wonderroot.org
678-642-5292 (cell)

Organization’s Mission Statement: WonderRoot is an Atlanta-based nonprofit arts and service organization with a mission to unite artists and community to inspire positive social change.

Summary of organization’s primary programs and services: WonderRoot is an arts organization that work to improve the cultural and social landscape of Atlanta through creative initiatives and community partnerships. The anchor of our organization is the WonderRoot Community Arts Center - a full-service facility that supports artists, offers public programming and brings diverse voices together. There are two avenues of programming: Education & Development and Public Programs.

Education & Development programs focus on artistic development and include Artists Helping Artists, Youth Programs, Walthall Artist Fellowship and Family Programs.

Public Programs provide accessible and creative opportunities to bring diverse voices together. This commitment forwards Atlanta to becoming a more culturally viable and thriving city. We invite everyone to participate in unique ways while collectively activating a stronger Atlanta. Public Programs include Public Art, Film Programs, Creative Re-Use, Loose Change magazine, WonderRoot CSA and Arts & Activism.

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 staff. WonderRoot hopes to provide an educational opportunity for the intern through which they will learn non-
proficient arts administration skills, gain programming experience, and improve their community outreach skills. The intern should be able to commit a minimum of 15 hours a week.

1) Community Arts Center: The intern will provide front office support at the Community Arts Center. While at the Community Arts Center, the intern will greet visitors, check members in and out, give tours, answer the phone, provide technical support to members, assist with the general cleaning and maintenance tasks, and work independently on projects relating to WonderRoot. Independent projects include writing blog posts for the WonderRoot website on an arts-related topic of interest, social media promotions of WonderRoot activity and events, and research.

2) Special Events: The intern will provide support during special events for WonderRoot which may include but not are limited to: gallery exhibitions, CSA Pickup Parties, En Route Community engagement meetings, Walthall Artist Fellowship Symposia and/or Roundtable, Local Film Series screenings, fundraising events, Family Workshops, WonderRoot Index, DEBATE & DRAW, WonderRootxChange, Loose Change launch parties, Creative Exploration workshops, and studio visits. Duties include set-up, clean-up, greeting guests, providing contextual information of the event/program/organization, public speaking and community engagement among other things.

3) Administration and Program Management: The intern will work closely with WonderRoot staff to assist in administrative work and program management. The intern will be expected to bring new and effective strategies and ideas for implementation of programming. Program management includes program documentation, communications, light design work, filming, writing and editing, research, promotions online and elsewhere, engaging in professional correspondence, and collaborating with WonderRoot members/staff/partner organizations. This has a heavy educational competent in which the intern will participate in discussions with Atlanta arts and non-profit professionals on various topics such as grant writing, event planning, curating, and ethics and the arts.

4) Classes: The intern has the option to take part in three classes over the course of the internship. The intern can choose which classes they take but is encouraged to learn about disciplines or techniques with which they are 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.