

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2025**

Organization Name: Atlanta Downtown

Address: 84 Walton St NW, Suite 500, Atlanta, GA 30303

Phone: 404-658-1877

Website: AtlantaDowntown.com

Internship Supervisor: Nina Dolgin, Program Manager, Art & Activation

Supervisor's contact information including e-mail:

ndolgin@atlantadowntown.com, 678-938-8231

Organization's Mission Statement: Atlanta Downtown works to create a safe, clean, and vibrant district. By driving economic growth, improving public spaces, and fostering cultural and social engagement, we promote a thriving and inclusive urban environment. Atlanta Downtown is a partnership between Central Atlanta Progress and the Atlanta Downtown Improvement District.

Summary of organization's primary programs and services: The organization facilitates innovative programs and public-private partnerships focused on the economic development, physical environment, and marketing of Downtown Atlanta. The Art & Activation program presents art installations and community events like local vendor markets, yoga classes, and live music to enliven Downtown spaces.

Intern's title: Art & Activation Intern

Number of interns requested: 1

Internship project/job description:

Atlanta Downtown seeks a dynamic and motivated individual for a learning opportunity under the guidance of the Art & Activation team. Reporting to the Program Manager, the Art & Activation Intern will perform a range of

duties within the spectrum of public art and community events to support the programmatic goals of the organization.

Duties and Responsibilities:

- Assist the Program Manager with curation of artwork on outdoor digital screens, grant administration, artist residencies, and other public art programs.
- Attend public events presented by Atlanta Downtown as schedule allows.
- Assist the Placemaking Coordinator with the summer Placemaking youth program (1-week educational program for high school students).
- Collaborate with the Marketing Manager to contribute content to social media channels.
- Other duties, as assigned.

Qualifications:

- Excellent oral and written communication skills.
- Skilled in Microsoft Office Suite.
- Interest in public art and community events.

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? No

Will the internship require that the student have a car? No. Atlanta Downtown will provide the student with either a MARTA card or a parking pass as needed.

Is placement site accessible by public transit or other transportation options? Yes, the office is just a short walk (less than 10 min) from the Peachtree Center and Five Points MARTA Stations.