

**Servant Leadership Summer Internship Placement Site  
Job Description Information Sheet  
Summer 2023**

**Organization Name: Midtown Alliance**

Address: 999 Peachtree St, Ste 730, Atlanta, GA 30309

Phone: 404-574-0099

Web site: <https://www.midtownatl.com/>

Internship Supervisor: Ansley Whipple

Supervisor's contact information including e-mail: [ansley@midtownatl.com](mailto:ansley@midtownatl.com)

Organization's Mission Statement: We are a non-profit membership organization and a coalition of leading business and community leaders – united in our commitment to Midtown as a premiere destination for commerce, culture, education and living. Governed by a 71-member board of the district's top private sector leaders, our mission is to improve and sustain the quality of life for those who live, work and play here. The Alliance accomplishes this goal through a comprehensive approach to planning and development that includes initiatives to enhance public safety, improve the physical environment, and strengthen the urban amenities which give the area its unique character.

Summary of organization's primary programs and services: Our programs include planning and design, capital improvements, transportation improvements, clean and safe programs, and membership services.

Intern's title: Creative Placemaking Intern

Number of interns requested: 1

Internship project/job description (please include a virtual/socially distanced option if possible): Midtown Alliance seeks an intern for our Urban Design department to assist with programming activations for public spaces in the core business district of Midtown, with a special focus on the public plaza at

the North Avenue MARTA station. Midtown Alliance received a grant to activate this plaza with programs and events, and we need assistance to plan and execute these programs. The Creative Placemaking Intern will gain experience in community engagement practices, event planning and facilitation, office administration, and program design. As the job is very connected to the Midtown neighborhood, remote working is not an option except in extenuating circumstances.

Qualifications:

- Excellent written and verbal communications skills
- Proficiency in Microsoft Office Suite
- Highly organized and great attention to detail for administrative tasks
- A passion for performance art production, public transit, urban design, social impact, community engagement, and public spaces is preferred

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, 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