



Waterville Creates! seeks a highly motivated individual to serve as an Arts Intern. This person will assist with programmatic, marketing, and administrative tasks as they relate to WC! exhibitions and educational classes, workshops and special events. The position includes back office administration, assists with promotional flyer distribution, helps with event promotion and support, and represents Waterville Creates! at networking events and meetings.

The ideal candidate will be enthusiastic about the mission of Waterville Creates!; will be able to work independently as well as part of a collaborative team; will be willing to engage with diverse audiences; and will thrive in a multi-faceted environment. A successful candidate will have a passion for the arts and will be an enthusiastic and engaged learner, curious to explore and understand the fundamental operations of a non-profit arts organization. This position will interface with all members of the Waterville Creates! team and will report to the Programming and Outreach Coordinator.

Qualifications

- Excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Comfortable interacting with the public of all ages
- Strong verbal and written communication skills
- Ability to work independently and as part of a team
- Excellent interpersonal skills and attention to detail
- Knowledgeable regarding local arts institutions
- Familiarity with Microsoft Word, Excel, and Outlook required
- Knowledge/enthusiasm about local arts and culture institutions a plus
- A driver's license and access to car is a plus