

# INTERNSHIP

(Remote)



**Type:** Internship (unpaid, credit only)

**Organization:** Jazz Arts Collective, Inc.

**Duration:** Spring Semester, 2026 (~12 weeks)

**Hours:** Approx. 3-4hrs/week

## JAZZ ARTS COLLECTIVE

The Jazz Arts Collective 501(c)(3) nonprofit organization dedicated to providing lasting, engaging, and transformative learning experiences through jazz performance. Through partner organizations and schools, the Jazz Arts Collective offers a wide range of learning opportunities led by faculty dedicated to empowering students of all types.

[www.jazzartsny.org](http://www.jazzartsny.org)

### Internship Overview

We are seeking a motivated and detail-oriented intern to assist with database creation and fall marketing efforts. This internship offers an opportunity to gain hands-on experience in nonprofit operations, specifically within the arts and music sector. The role is ideal for students looking to earn credit while contributing to meaningful projects that support music education and outreach.

### Key Responsibilities

#### Database Creation:

- Assist in building and maintaining a comprehensive database of donors, schools, students, teachers, arts administrators, etc.
- Research potential funding sources, collaborators, and other key contacts for outreach.
- Input, organize, and update data to ensure accuracy and accessibility.

#### Marketing Support:

- Assist in the development and execution of marketing campaigns, including email newsletters, social media posts, and digital content creation.
- Conduct market research to identify trends and opportunities for expanding our reach.
- Collaborate with team members to create promotional materials for upcoming events and initiatives.

#### Qualifications:

- Currently enrolled in a college program.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with social media platforms and content creation tools (e.g., Canva, Adobe Creative Suite) is a plus.
- Ability to work independently and meet deadlines.

## APPLY

Send a brief cover letter and resume to: [info@jazzartsny.org](mailto:info@jazzartsny.org)