

Administration Support for Non-Profit Youth Organization

Work-Study – Internships – Community Engagement

The Performance Project is an arts, social justice, and inter-generational mentoring program for youth based in Hampden County. First Generation members, ages 15-22 create and perform original, multi-lingual physical theater based on their life experiences and personal narratives.

First Generation members and college interns mentor children in our Ubuntu Arts Community at Sullivan School in Holyoke & Rebecca M Johnson School in Springfield.

Majors and Interests

Non-profit or program management, arts, arts management, youthwork/youth development, social work, communications, social justice, community development, fundraising and grant research.

Skills

- Strong writing, communication, research, and computer skills
- Confident on the phone, or willing to develop confidence!
- Organized and detail oriented
- Reliable and committed to follow through and deadlines
- Familiarity with Google Workspace ideal

Responsibilities Might Include

- Event Support (planning, logistics, email communication, ticketing)
- Contacting venues, vendors, community partners
- Helping create content for newsletters, website, and press releases
- Email outreach to community organizations, colleges, student groups, local businesses
- Transcribe First Generation script materials from audio recordings
- Research and update website content
- Proofreading, data entry, and compilation

WEBSITE: performanceproject.org

SCHEDULE: Flexible

LOCATION: Virtual with occasional in-person tasks (onsite is also an option)

CONTACT: Fig Lefevre

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We strongly encourage BIPOC students to apply and/or reach out for more information about this opportunity.