

Administration Support

Internship (unpaid), College Work-Study, and Community Engagement Opportunity FALL 2026/SPRING 2027

The Performance Project is an arts, intergenerational mentoring, youth leadership community with a focus on social justice.

VISION: The Performance Project envisions a world in which all people strive for personal and social liberation, where all individuals and cultures are honored, embrace interconnectedness, and we all are free to achieve our full potential.

MISSION: We are a community of many ages and ancestries, that brings people together for artistic training and collaboration, intergenerational mentoring, leadership development, social justice education, and cultural activism.

Majors and Interests

Non-profit or arts management, community building, event management, marketing, youthwork/youth development, communications, community development, fundraising, grant research, justice.

Skills

- Strong writing, communication, 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

Responsibilities may include assisting staff working on:

- Develop and/or write content for newsletters, website, and press releases
- Email outreach to community organizations, colleges, student groups, local businesses
- Transcribe First Generation script materials from audio
- Event Support
- Phone outreach
- Data entry and compilation

WEBSITE: performanceproject.org

SCHEDULE: Flexible

LOCATION: Can be virtual, hybrid or in-person (our home base is in Springfield)

CONTACT: Julie Lichtenberg call/text: 413-374-4938 or email info@performanceproject.org

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