

Community Engagement and Administrative Intern

Brief Organizational Description

The Young Musicians Foundation (YMF) empowers communities to find creativity, connection, and joy by providing access to high quality music education and experiences. Through responsive and strategic programming and partnerships, YMF provides a sustainable solution for music education in neighborhoods that lack the infrastructure to support ongoing arts programming. In addition to bringing tuition-free, weekly music instruction to over 2,500 students at 18 partner schools and sites throughout Los Angeles, YMF also supports onsite community-initiated programming, performances, events, and student scholarship opportunities.

Position Description

The Community Engagement and Administrative Intern will collaborate with YMF's Community Engagement Coordinator and Programs Director in the day-to-day administration of YMF's community engagement initiatives. The intern's primary project will focus on helping create a community asset map for local arts resources, liaising with businesses and organizations, and acting as an organization ambassador to neighboring families. Additionally, the intern will assist with summer programming and the general operations of a fast-paced nonprofit organization. This position will work approximately 25 hours per week from June through September.

Hours/Compensation

This is a temporary, part-time, paid position to be completed between June, 2021 - March, 2022, exact dates and schedule to be determined. Interns must be able to work a minimum of 15 hours/week and complete a total of 400 hours by the end of the internship period. Pay is \$15.00/hr.

Internship Primary Project and Additional Duties

The Community Engagement and Administrative Intern will work closely with the Community Engagement and Programs Coordinator and program staff to implement YMF's key summer community engagement initiatives. The intern will be primarily responsible for working with staff to create a small-scale community asset map of existing music and arts resources in the surrounding neighborhood; assist in identifying, meeting, and surveying community stakeholders; and collecting and organizing survey data.

The intern will join administrative staff in introducing YMF's community offerings to neighboring families through appropriate, safety-informed physical canvassing (if local health guidelines have changed and deem it safe) or through virtual gatherings (if remote). Once asset mapping is completed, the intern will help present the asset map and coordinate a share-out of data to community leaders, representatives from local, community-based organizations, YMF stakeholders, and the community at-large.

The intern will also have the opportunity to work with YMF staff on a variety of additional projects/tasks based on organizational needs and the intern's interests and strengths, such as:

- supporting Summer Community Music Academy programming and liaising with program participants
- collecting and cataloguing anecdotal data and media from program participants and stakeholders
- assisting with consolidation of program impact data from the prior academic year
- assisting with instrument inventory and coordinating repairs
- helping with program proposals and budgets
- attending 2021-2022 school year planning meetings
- assisting with event coordination
- assisting in the preparation for fall programming
- coordination of summer and fall hiring processes
- reconciling program invoices and billing
- supporting with small social media and communications tasks

Internship Primary Learning Objectives

1. To contribute to the general operations of a fast-paced non-profit organization
2. To identify and apply their unique skills and strengths to an organization's mission
3. To build and strengthen working relationships with stakeholders
4. To use data to properly inform the creation and direction of community programming
5. To effectively engage with program participants and community partners

Skills/Knowledge Needed

Applicants should have a demonstrated passion for creating access to arts education and an interest in music and/or education. They may also have an interest in educational research, social media, and communications. Successful applicants will possess a desire to better understand the importance of building community across different networks, organizations, and artists; an interest in working with families to promote arts education; and the curiosity to explore how data impacts programming. They should also have strong social and interpersonal skills, and organizational and office suite skills (Apple OS, Google Suite). Applicants may also have an interest in educational research, social media, and communications.

Eligibility

2021 Arts Internship positions will be open to currently enrolled undergraduate (2 or 4-year) college students who reside or attend college in Los Angeles County. Please note, candidates do not need to be pursuing a degree in the arts in order to apply.

Students who are invited to participate in the program will be asked to provide verification of eligibility via college transcripts, driver's license, and other documents to show enrollment status and/or LA County residence.

There are no exceptions to our eligibility requirements.