



EMPOWERING TEEN ARTS AUDIENCES SINCE 2004

305 Harrison Street, Seattle WA 98109 • 206.233.3959 • www.teentix.org

TEEN PROGRAM COORDINATOR – TeenTix Internship

Supervisor: Teen Programs Director

Department: Programs

Position Status:

- 6 months, January - June 2022, 10-15 hours/week
- \$200 Transportation Stipend available per month.
- Partial work-from-home, and in-person work. Majority of work will be during weekday business hours 10am - 6pm M-F, some evening and weekends per needs of events
- Internet and computer needed to complete internship, TeenTix is able to provide a computer if necessary

ARE YOU INTERESTED IN learning about building and implementing annual programming at a youth/arts nonprofit? Do you love working with teens? Are you curious about nonprofit work and want to test it out? **THIS MIGHT BE FOR YOU!**

Internship Summary: TeenTix is looking for an intern to support us in keeping our programs successful and running efficiently for all staff and teens. The Programs Coordinator will be involved in aspects of the [Press Corps](#), [New Guard](#), and [Pass Program](#) activities during the internship time period. Additionally, they will support TeenTix staff through a variety of roles such as data and stipend tracking, ordering of supplies, and maintaining operational check-out systems such as teen laptops. This position will have the opportunity to work directly with teens in our programs as a mentor and facilitator of teen meetings and projects. If interested, this intern will have the opportunity to learn about other aspects of the organization as time allows and per your interests.

OUR COMMITMENT TO ANTI-RACISM:

All TeenTix staff, interns, board, and teens, work towards furthering TeenTix's racial equity goals. TeenTix is an anti-racist organization that is actively working to identify, name, and correct institutionalized racism and constructs of white supremacy within our own organization, and to help our partnered arts and culture organizations do the same. Our programs work to uplift marginalized voices in arts leadership and arts journalism, and to increase access to art.

We have a multi-layered, hierarchical approach in addressing our equity work:

1. First, we use a racial lens because we know that the construct of race intersects with all aspects of inequity.
2. Second, we prioritize youth voice, need, and choice. By breaking down the hierarchical and exclusionary paradigm of high and low art, we offer teens an opportunity to explore wherever their interest takes them.
3. Third, it is our job to increase the visibility of art that is representative of different communities. In our marketing, programming, and community engagement efforts, we encourage young people to

explore art that addresses diverse world perspectives. We believe experiencing different views creates opportunities for teens to become engaged citizens with the capacity to create an equitable community.

TeenTix Activities and Event Winter Calendar: ** activities below represents a typical cycle**

- Press Corps:
 - Twice monthly Teen Editorial Staff meetings (every other Thursday evening)
 - Quarterly TeenTix Newsroom meetings on Saturdays
 - Newsroom articles: 6-8/month
 - TeenTix Arts Podcast: 1/month
 - Press Corps Pop-Ups at TeenTix Partners: 1-2/quarter
 - In-school Arts Journalism Programming: 1/quarter
 - New Guard:
 - Monthly meetings: (2 & 4th Wednesdays each month)
 - Virtual Arts Outings/Panels: 1/month
 - Pass Program:
 - Teen & Arts Leader Interviews
 - TeenTix.org Calendar Listings and website updates
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PROGRAM RESPONSIBILITIES:

PRIMARY DUTIES:

Press Corps Program Related Duties:

- Support Teen Programs Director with implementation, and program development of teen meetings, intensives, and workshops
- Act as adult mentor/facilitator at bi-monthly (evening) meetings for the Teen Editorial Staff
- Act as adult mentor/facilitator for quarterly (weekend) meetings for the TeenTix Newsroom
- Assist with editorial duties for the TeenTix Newsroom (copy editing, blog posting)
- Various editorial projects as needed - supporting layout, designing marketing materials
- Assist with stipend and survey tracking for the TeenTix Newsroom
- Support coordination of the TeenTix Arts Podcast

New Guard Program Related Duties:

- Support Teen Programs Specialist with implementation and program development of teen meetings, projects, and activities as needed
- Act as one of two adult mentor/facilitator at bi-monthly (evening) teen meetings if available
- Assist with stipend distribution for the New Guard

SECONDARY DUTIES:

Pass Program Related Duties:

- Supports Marketing Team with TeenTix.org calendar entries, social media posts and/or designs as needed

- Basic video editing support for digital content (link to arts essentials) as needed based on programming
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Additional Professional Development Opportunities if Desired:

- Program Development - attend and participate in key team meetings and activities when available with Executive Director and other staff;
- Apply learned skills from internship towards a special project, with guidance from Teen Programs Director and Executive Director (self-directed);

Preferred Qualifications

- Interest in working directly with teens and providing mentorship
- Available during TeenTix's work hours M-F, 10am – 6pm. Some weekend or evening hours required for teen meeting support (see dates above)
- Strong verbal and written communication skills
- Basic knowledge of computer skills including but not limited to: Microsoft Office Suite, Google Drive, social media
- Basic video editing skills (Adobe or iMovie is preferred)
- Interest in non-profit administration and/or program development
- Passion for and commitment to TeenTix's mission of empowering young people to take an active role in shaping their arts community as audience members, critics, influencers, advocates, patrons, and leaders

General Qualifications:

- Ability to work independently and take initiative on projects
- Commitment to maintain a high degree of accuracy and confidentiality
- Outstanding organizational skills and attention to detail
- Ability to juggle multiple projects at once

Skills Learned:

- Awareness and practice of key office management roles
 - Program management and event planning skills
 - Opportunity to supervise, direct and provide guidance to volunteers and teens
 - Customer service skills
 - Interpersonal skills - collaboration within a team and across departments
 - Ability to prioritize work and problem solve
 - Proficiency in TeenTix development tools, including CRM database, email marketing platform, and website
 - Additional opportunity to pursue project or learn specific skills based on personal interest (with approval from supervisors)
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HOW TO APPLY:

Email your resume and a cover letter to mariko@teentix.org, speaking about your interest in working with teens and your thoughts about how artists, art, and arts advocacy can make a difference in our community. Cover letters may be in written or video format.

We will begin reviewing applications on December 1, 2021. We will continue to review applications on a rolling basis after that date. Zoom interviews will be conducted on an ongoing basis with TeenTix's Teen Programs Director.

TeenTix is an equal opportunity employer. We are an anti-racist organization that actively works to identify, name, and correct institutionalized racism within our own organization, and to dismantle systems of oppression that have traditionally kept people of color out of leadership positions. Young people and people of color are strongly encouraged to apply.
