



Job Announcement: Programs Intern

Title: Programs Intern (20-25hrs/week)

Location: Takoma Park, MD

Application deadline: May 1, 2023

Through the sharing of stories and resources, and by using the arts as a bridge between people inside and outside of prison, Justice Arts Coalition (JAC) harnesses the transformative power of the arts to reimagine justice. Our work stems from the premise that art can serve as connective tissue, weaving its way back and forth through prison walls to foster and strengthen relationships between people inside and out. Art can remind us of our shared humanity, of our common struggles and sacrifices, and that every one of us has unique gifts and a unique story to share. To create a work of art, a song, a dance, or a poem within the repressive confines of prison is truly a courageous and liberatory act – a reclaiming of identity, of possibility, of worth; a demand to be visible. JAC affirms, uplifts, and amplifies the voices of those who venture onto this path towards freedom.

Work with Justice Arts Coalition and gain hands-on experience managing a collection of artwork, processing and documenting physical mail from incarcerated artists, working with an art database, and participating in the exhibition planning process. This is a year-long commitment of 20-25 hr/week, \$20 per hour. You will primarily be working in person at JAC's headquarters in Takoma Park, MD within a team of staff, interns, and local volunteers.

Primary Responsibilities:

Mail and Art Handling/Processing/Storage

- Pick up mail from JAC P.O. boxes on a weekly basis, sort mail to processing volunteers and for correspondence events, process letters for JAC and art/writing
- Input new art entries to the appropriate spreadsheets, nil database, and

- wordpress portfolios, monitor progress and state of New Art document
- Archive old correspondence and monitor Google Drive for necessary organization, maintain updated contacts and information of network artists
- Maintaining organized and navigable in-office art storage and packing rooms, support Programs Assistant in maintaining safe and proper storage of in-house art collection, including alphabetization, inventory, and use of storage materials
- Collaborate with volunteers and Programs Intern to establish standardized mail filing procedures, complete sorting and filing of mail backlog

Communications Support

- Participate in Gallery of the Month meetings and curation, as well as provide content and suggestions to blog team members from the perspective of familiarity with the artwork and network artists
- Collaborate with Communications Intern with inside newsletter content
- Support Programs Assistant alongside communications team in ensuring thorough and accurate artist portfolios and galleries

Program Execution and Event Planning

- Sort mail and provide social media material to communications team in preparation for bi-weekly volunteer correspondence gatherings
- Support Programs Assistant and Programs Coordinator with exhibition preparation, art handling, framing, and hanging systems
- Collaborate with communications team to provide publicity materials and event promotion both locally and online for various events and programs
- Assist Volunteer Coordinator with volunteer involvement in launch events and exhibitions, including ensuring sign-ins and feedback surveys
- Support CorrespondARTS teaching artists with distance learning packet generation, uploading of artwork from participants, and crafting avenues for greater and more efficient feedback responses
- Supported by the Programs Assistant, oversee JAC's pARTner project, making partnerships, facilitating Compassionate Correspondence gatherings, and promoting the program to increase outside artist participation

An ideal candidate would possess the following:

- Passion about and commitment to social and racial justice and abolition
- Passion about and commitment to equity in access to arts programming and opportunities for creative expression
- Personal experience with incarceration, either directly or through the incarceration of a loved one
- A background in visual art, art history, curation, library studies, and/or archival and conservation experience
- Access to a car
- Experience using Google Drive, Slack, and social media
- Strong written and verbal communication skills (proficiency in Spanish is a plus)
- Flexibility, humor, creativity, integrity, and curiosity

- The ability to work independently and in close collaboration with others

We invite all undergraduate university students as well as those with varying education and life experiences to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation, gender identity, or any other protected group. **Individuals who have been directly impacted by the carceral system are encouraged to apply. We also encourage people of color, women, queer and trans/gender-nonconforming people to apply.**

To apply for this position with JAC, please send your resume/CV, a cover letter clearly describing your skills as they relate to this position and the reasons for your interest in this position, and the names of two references to jobs@thejusticeartscoalition.org.