

**Job Title:** Intern

**Department:** Operations

**Reports to:** Executive Director

**Effective Date:** 02/01/2021

**Compensation:** \$12/hr. (part-time; projected 15-25 hours a week)

**Job Summary:**

The Firehouse Community Arts Center (“Firehouse”) is a creative learning space in the Forest Park - South Avondale neighborhood of Birmingham, Alabama dedicated to the enrichment of Birmingham’s musical community. We offer a variety of music education programs, with scholarship opportunities for the musically-underserved students in the community, as well as sustainable employment and accessible recording for Birmingham’s working musicians.

We believe that a person’s first experience learning music should be relatable, relevant, and comprehensively geared towards developing the skills to make music. Through instruction in guitar, bass, drums, piano, songwriting, and recording, we focus on learning through the music that excites and inspires each individual. Ultimately, we seek to bring students with similar passions together to create in an environment that showcases the full range of opportunities that music can afford.

The Firehouse Intern will support the Executive Director, Director of Communications and Outreach, and Teaching Artists with activities pertaining to operations and programming. The Intern will be given a significant amount of responsibility ranging from coordinating outreach activities to managing registration for on-site events.

**Duties/Responsibilities:**

- Directly support on-site programming, including one-on-one music lessons
- Coordinate and facilitate activities that support outreach efforts (e.g. printing brochures and hanging posters)
- Share information about Firehouse with residents of Forest Park - South Avondale, North Avondale, and East Avondale
- Organize digital and print registration data
- Build relationships with Firehouse students and program participants and serve as a liaison between them and the Firehouse team
- Serve as a welcoming presence during public visiting hours
- Assist with social media platforms and capture stories pertaining to program outcomes
- Support Firehouse staff when activating the space for on-site events and activities
- Collaborate with and learn from Teaching Artists, team members, board members, and other interns
- Support the day-to-day operations of the space and the various tasks that may entail

**Required Skills/Abilities:**

- At least 18 years old
- 1 year of work experience in any field
- Willingness to learn new things
- Deep interest in music and music education
- Passion for engaging and communicating with a wide range of students and families
- Working knowledge of G Suite preferred
- Strong organizational skills
- Resourceful, reliable, and good problem-solver
- Commitment to equity and inclusion

**Firehouse Values:**

- **Accessibility.** Affordable access to music education, practice spaces, and recording technology in a supportive environment means that music is truly for everyone.
- **Do it yourself.** Art exists—and thrives—outside of amphitheaters and away from the screen. Ultimate creative empowerment is achieved through education geared toward removing the social and economic boundaries that exist between creativity and music production.
- **Relationships.** Music education fosters community, and community fosters music education. The Firehouse is a single-location, open space designed to bring Birmingham’s musicians to one place regardless of neighborhood or background, or experience.
- **Work.** Teaching artists at the Firehouse are all active members of Birmingham’s music scene. Thus, the education we provide aims to go beyond the scope of simple instrumental instruction. Students at the Firehouse will learn in an environment that they may hope to work in one day.

**Non-Discrimination Policy:**

*The Firehouse Community Arts Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*