**Internship/Practicum**

**Arts for Learning** is an arts in education nonprofit that works with teaching artists from around the state who work in schools with students ages K-12.

**Department:** Programming  
**Project overview:** Administrative and logistics support for professional development meeting series for artists including organizing dates, meeting materials, locations, field trips, and documentation  
**Dates:** Now through May or June  
**Tasks:**

- Send out invitation letters  
- Organize meeting materials and send to participants monthly  
- Keep attendance records  
- Document program progress  
- Organize end of series field trip  

**Time commitment:** Can work remotely, but must have minimum of two half-days per month working at the Arts for Learning offices in Indianapolis. Estimated 10-15 hrs/wk for Feb, March, April, reduced hours May, June  
**Payment:** $500 stipend upon end of internship/practicum  
**Applicant must be highly organized and self-driven if working remotely.**

**Contact:** Stephanie Haines, Director of Artist Programs – shaines@artsforlearningindiana.org  
**More info on AFL at:** [www.artsforlearningindiana.org](http://www.artsforlearningindiana.org)