



Program Intern
Waterville Creates!

Waterville Creates! and its programmatic arm, Common Street Arts, seek a highly motivated individual to serve as Program Intern. The Program Intern will assist with administrative and programmatic initiatives as they relate to CSA exhibitions and educational classes, event promotion, and day-to-day management of the CSA gallery. The ideal candidate will be enthusiastic about the mission Waterville Creates!, able to work independently as well as part of a collaborative team, engage with diverse audiences, and thrive in a fast-paced environment. This position will interface with all members of the Waterville Creates! team and will report to the Vice President of Program + Operations.

Qualifications

- Excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Strong verbal and written communication skills
- Ability to work independently and as part of a team
- Excellent interpersonal skills and follow-up skills
- Knowledgeable regarding local arts institutions
- Proficiency in Microsoft Word, Excel, Internet, and Outlook required
- Ability to quickly learn a variety of basic office software programs
- Driver's license and access to a car helpful but not required