



**Indigo Arts Alliance** connects Black and Brown artists from around the world with Maine's artists of African descent through a multidisciplinary artist-in-residency program that embodies a Black-led approach to creativity, community-building, and mentoring. We are an incubator for Black artists. We amplify the creative voices and visions of global and local artists and facilitate cross-cultural collaboration using a multidisciplinary approach. This approach is exemplified by Indigo's Artist-in-Residence program and the mentor-mentee relationships central to it. We work with selected artists to design public engagement events, workshops, artists talks' and symposiums. Programs are relevant to our artists' creative practice in ways that honor their individual arts heritage, ethnic roots and expressions of cultural resilience. This effort can include partnering with organizations and institutions to strengthen and build connections to the global arts movement.

**The Communication and Marketing Administration Intern** provides support to Indigo Arts Alliance by executing day to day tasks and representing Indigo in a positive manner to the community. They also play a valuable role in implementing our programming and utilizing their skill sets to improve the creative experience here at Indigo. This position is available to currently enrolled students pursuing an undergraduate, or graduate degree as well as recent graduates who graduated within a year of the application period and offers a hybrid internship model (virtual and in-person) dependent on COVID-19 and CDC guidelines.

**Roles and Responsibilities:**

- Assist the Director of External Affairs and Marketing and Communications Coordinator in streamlining internal/external communications software
- Assist in researching and setting up new communications
- Assist communications team in maintaining active social media presence for the organization with guidance from Executive Director (utilizing guidelines and branding elements provided).
- Maintain and organize internal IAA Google Drive
- Assist in internal/external communication document creation (Information Templates, Studio Guidelines, Artist in Residence Handbook, etc)
- Sourcing, researching, and creating content to be used for our various social media platforms
- Maintaining the IAA content archives
- Assist in writing social media post copy, and keeping all communication tools consistent and up to date

**Qualifications:**

- Currently enrolled, or recently graduated from a college or university
- Positive attitude and strong work ethic
- Strong written and verbal communication skills
- Strong technical skills in computer literacy
- Aptitude in digital/social media and all its platforms
- Good organization skills with attention to detail
- Ability to receive feedback and critique with humility, modesty, and respect
- Exceptional attention to detail
- Desire to find creative solutions to all challenges and problems
- Personal qualities of kindness, integrity, credibility, and commitment to the mission
- Art education or experience (painting, sculpture, photography, printmaking experience preferred but not required)
- Demonstrated attention to detail and ability to follow specific step-by-step instructions

**Staffing**

IAA is currently being led by co-founder and Executive Director, Marcia Minter; co-founder Daniel Minter, Artist Director; Deputy Director, Jordia Benjamin; Director of External Affairs, Wren Manly; Studio and Programs Coordinator, Ashley Page and Marketing and Communications Coordinator, Aminata Conteh. Indigo Arts Alliance is also supported by a robust community of partners, sponsors and funders.

**Compensation and Hours**

Spanning 135 hours, this internship accounts for 3 credits and has also been funded a total of \$1500. For students of Maine College of Art, this stipend is administered by MECA and funded through the Crewe Foundation. For non-MECA students, funding for this internship is provided by The David Driskell Foundation, and will be administered by Indigo Arts Alliance. This internship is possible through the generous philanthropy of our community organizations to help foster and grow young brown and black artists that are emerging within their careers. While introducing young students to established, mid-career and budding POC artists in the local Portland community, and hosting space for talking about work from a different perspective, this opportunity allows for artists of all kinds to learn and grow. This internship is now available for recent graduates who graduated within a year of applying. The rate of compensation does not change with graduate status.