

Arts Administration and Cultural Advocacy Internship Listing 2026-2027

This list is updated regularly as new opportunities emerge, so check back for updates. Availability of individual positions is *not* guaranteed, and each opportunity may have different eligibility requirements. Please check the [AACA Internship Guide](#) for information on how to find and secure an internship.

For help, contact our AACA intern coordinator, Caitlin Daly (dalyc9@southernct.edu) or the AACA program coordinator, Joel Dodson (dodsonj2@southernct.edu).

AACA Opportunities of Note

- [International Festival of Arts and Ideas](#)
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Other Internships

- New Haven Free Public Library
- Yale University Art Gallery
- Yale Center for British Art
- Creative Arts Workshop
- Neighborhood Music School
- New Haven Ballet
- New Haven Museum
- Mystic Seaport and Museum
- Mashantucket Pequot Museum
- SCSU Special Collections (Buley Library)

AACA Opportunities of Note

The following are special internship and fellowship opportunities of note with select partner organizations. Further opportunities will be added to this list as they arise.

International Festival of Arts and Ideas

Title

Production Assistant Intern

Brief Description

For 30 years, the [International Festival of Arts and Ideas](#) has inspired and delighted audiences with an annual program of over 200 performing arts and humanities events year-round, at least 85% of which are free.

Focused events in June range from world and nationally-renowned speakers sharing the stage with critical local voices for discussions on democracy, to jazz concerts, theatrical performances, dance; takeout mixology classes; bike and walking tours; and live, individual performances by local on-call artists on front lawns and sidewalks throughout the area.

Year-round programs include special town-hall events, a fellowship program for youth, planning and implementing mini-festivals in New Haven's culturally-rich neighborhoods, participation in the NEA Big Read, and our annual Visionary Leadership Event.

Position Summary

In the first five weeks, the Production Assistant will support production teams on various Festival shows and acts including live music, theater, dance, and comedy. In the final five weeks, they will assist production with the international dance and music program Rhythm Exchange.

Responsibilities

- On-the-ground implementation of artist and production services for Festival and Rhythm Exchange programs, working directly with Company Management and Stage Management. Tasks may include distributing welcome materials, setting up dressing rooms, and being on technical stage crew.
- Assist the Director of Artistic Planning & Operations and Production Manager on production administration in advance of performances throughout the summer, including calendar management, learning about, and helping to fulfill artist contracts, drafting correspondence to artists and vendors, and ordering production-related supplies.
- Assist in artist services and production planning and organization for the 2024 Festival and Rhythm Exchange series. Tasks may include booking stage equipment, learning about and securing park permits, conducting research, and soliciting food vendors.
- Generate and maintain production calendars and dossiers for events.
- Other tasks to be identified and catered to the Assistant's interests and strengths.

Requirements

- Enjoys working with a team
- Good organizational and time management skills
- Working knowledge of MS Office Suite programs
- Comfort learning new web-based applications for event management

Relationships

Reports to: Director of Artistic Planning & Operations
Key Communication: Production Manager, Associate Production Manager, Company Manager, Operations Manager

Credits

3-4 credits

Semester(s)

Summer 2026 (must be available May-early July)

Hrs / Week

Hours to be determined in consultation with organizational supervisor and faculty advisor, with variation based on the festival season.

Application and Eligibility

To discuss your interest in and eligibility for this position, contact the AACA intern coordinator, Caitlin Daly, dalyc9@southernct.edu.

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Title

Seasonal Festival Positions

Brief Description

Visit <https://artidea.bamboohr.com/careers> to view available openings and descriptions. These are seasonal positions with hourly pay in areas such as operations, production assistance, box office, visitor services, etc, which may be applied toward AAC 497 credit with coordinator approval.

Credits

1-4 credits

Semester(s)

Summer 2026 (see website for duration)

Hrs / Week

TBD

Application and Eligibility

Apply directly online via <https://artidea.bamboohr.com/careers>. Contact the program coordinator (dodsonj2@southernct.edu) or intern coordinator (dalyc9@southernct.edu) beforehand to discuss how your work might count toward AAC 497.

Elm Shakespeare Company

Title

Casting Associate

Brief Description

[Elm Shakespeare Company](#) is looking to hire a Casting Associate to manage annual auditions for the professional summer production.

Responsibilities

- Creating Audition Notice for Actors' Equity Association
- Scheduling Audition Appointments for AEA, Yale, SCSU, and Non Union applicants. (4 dates, approximately 200 appointments)
- Creating and maintaining master list of artists auditioning
- Scheduling Call backs
- Communicating to those not cast

- Monitoring auditions in real time

Preferred Skills/Experience

Strong organization, Proficiency with Excel and Word, Strong Writing Skills, Good Interpersonal communication

Credits 2 credits

Semester(s) Spring

Hrs / Week 5-6 hrs / week

Application and Eligibility To discuss your interest in and eligibility for this position, contact the AACA intern coordinator, Caitlin Daly, dalyc9@southernct.edu.

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Title **Publicity Intern**

Brief Description [Elm Shakespeare Company](#) is seeking an assistant to marketing and education departments to help in publicizing summer education programs.

Responsibilities

- Assist in planning, writing, and managing e-blasts and e-newsletters
- Assist in writing press releases
- Assist in designing fliers and other marketing materials
- Assist in distributing print materials on and off campus
- Update and maintain social media campaign
- • Manage editorial and event calendars
- Create online advertisements as needed
- Attend Camp Fairs throughout City
- Capture social media content (photo & video)

Preferred Skills/Experience

Social Media Management, Copywriting, Interpersonal Skills, Project Management, Excellent Computer Skills, Effective Communicator

Credits 2-3 credits

Semester(s) Spring

Hrs / Week 5-10 hrs / week

Application and Eligibility To discuss your interest in and eligibility for this position, contact the AACA intern coordinator, Caitlin Daly, dalyc9@southernct.edu.

Kulturally Lit

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| Title | Communications, Graphic Design, and Events Assistant |
| Brief Description | <p>Kulturally Lit New Haven is seeking an intern to:</p> <ul style="list-style-type: none">• maintain website and social media content (weekly)• curate list of prest links• assist with events (registration, setup, breakdown) <p>Qualified candidates must:</p> <ul style="list-style-type: none">• be skilled at timed social media posting calendars• have ability in, knowledge of, or interest in training in website maintenance (Wix platform)• have knowledge of spreadsheets and be able to do mailing list maintenance• have social media content creation skills for events calendar, including review of ideas and types of content (flyer, video, photos, Instagram Live) |
| Credits | 4 credits |
| Semester(s) | Summer or Fall |
| Hrs / Week | 13-20 hrs / week (based on summer or fall schedule) |
| Application and Eligibility | To discuss your interest in and eligibility for this position, contact the AACA intern coordinator, Caitlin Daly, dalyc9@southernct.edu . |

Connecticut Office of the Arts (and CreativeU)

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| Title | Assistant Event Coordinator |
| Brief Description | <p>The Assistant Event Coordinator will support the Event Coordination/On-Site Lead in executing a successful Creative U conference in October 2024, playing a key role in coordinating logistics and ensuring the event runs smoothly.</p> <p>Duties:</p> <ul style="list-style-type: none">• Assist in the coordination of event logistics and operations before, during, and after the conference. |

- Work closely with the Event Coordination/On-Site Lead to liaise with Facilitators, Deans, Academic Advisors, Creative directors, venue staff and vendors to ensure all arrangements are in place.
- Offer on-site assistance throughout the event, executing tasks delegated by the Event Coordination/On-Site Lead.
- Help maintain a positive and welcoming atmosphere, actively engaging with attendees and providing assistance as required.
- Assist with the setup and breakdown of event spaces.
- Aid in troubleshooting any issues or challenges that arise during the event, working collaboratively to find solutions.

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| Credits | 1-2 credits |
| Semester(s) | Fall 2024 (first 8-weeks) |
| Hrs / Week | TBD |
| Application and Eligibility | To apply, contact the program coordinator (dodsonj2@southernct.edu) to arrange an interview with the staff of CreativeU and CT Office of the Arts. |

New Haven Symphony Orchestra

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| Title | Development Internship, NHSO |
| Brief Description | <p>This internship is the perfect opportunity for a student interested in a career in either development (fundraising) or arts administration. Responsibilities include:</p> <ul style="list-style-type: none"> • Working with NHSO customer relationship management (CRM) system to streamline and segment data. CRMs are essential tools for fundraising, but need to be managed effectively. Student will participate in analysis of current data and help customize a strategy for efficient and effective fundraising using a CRM. • Fundraising support • Supporting development staff at fundraising events |
| Credits | 3-4 credits |
| Semester(s) | Fall, Spring, and Summer semesters |
| Hrs / Week | 10-14 hrs week |

Application and Eligibility

See eligibility and application requirements at:
<https://newhavensymphony.org/teens-college/internships/>

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Title

Education Internship, NHSO

Brief Description

Education Interns work directly with the Education Director on a variety of tasks, including:

- Engaging the greater New Haven community in partnerships
- Creating teacher resources for classroom use
- Delivering high-quality educational programs to a variety of age levels
- Working with NHSO musicians to effectively convey music education concepts
- Design, rehearse, and execute educational concerts

3-4 credits

Credits

Semester(s)

Fall, Spring, and Summer Semesters

Hrs / Week

10-14 hrs week

Application and Eligibility

See eligibility and application requirements at:
<https://newhavensymphony.org/teens-college/internships/>

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Title

Marketing Internship, NHSO

Brief Description

Marketing interns work directly with the NHSO’s Marketing Director. This is a valuable opportunity to gain practical experience in non-profit arts marketing.

NHSO Interns have the opportunity to pursue their professional interests through project-based learning at the Symphony. Interns engage in meaningful work, gaining valuable experience and constructive feedback from NHSO administrative staff to help them meet their professional goals. NHSO Internships are flexible in time, purview, and departments. The NHSO works with interns to create an incredible growth opportunity for both the organization and the student. A musical background is not necessary to have a fulfilling experience with Symphony – many of our interns have never played an instrument or sang in a choir.

Marketing interns work directly with the NHSO’s Marketing Director, Katie Bonner Russo. This is a valuable

opportunity to gain practical experience in non-profit arts marketing and would be suitable for anyone with an interest in non-profit management, marketing, writing, or graphic design. Majors that may provide a good fit include but are not limited to Marketing, Communications, Media Production, Business, Arts Management, Graphic Design, English, and Music.

As overseen by the Marketing Director, a successful applicant's experience may include but not be limited to:

- Implementation of company-wide strategic plan
- Promotion of events through online community calendars, group sales and other PR opportunities
- Development of visual, written, and/or video content
- Strategy and generation of content for social media
- Website development and maintenance
- Writing and distribution of press releases
- Event management at Symphony concerts and programs
- Training and work in WordPress, InDesign, Google Analytics, Google Ads, and professional writing

In addition, interns frequently express interest in working on projects across departments. The NHSO has great flexibility to accommodate this desire and provides opportunities to assist in the areas of programming, education, fundraising, and operations. Though this opportunity exists, the Marketing Intern will be directly supervised by our Marketing Director.

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| Credits | 3-4 credits |
| Semester(s) | Fall, Spring, and Summer semesters |
| Hrs / Week | 10-14 hrs / week |
| Application and Eligibility | See eligibility and application requirements at: https://newhavensymphony.org/teens-college/internships/ |

Beinecke Rare Book and Manuscript Library

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| Title | Field Experience in Special Collections |
| Brief Description | Note: This opportunity is on hold for the 2026-27 academic year. Stay tuned for ad hoc internships with the |

Beinecke that may arise, or contact the program or intern coordinators to inquire.

Credits

Semester(s)

Hrs / Week

Application and Eligibility

Long Wharf Theatre

Title

Multiple Positions Available in Production and Administration

Brief Description

[Long Wharf Theatre](#) is currently in a deep partnership with SCSU. During the period of its partnership, LWT is accepting five student interns in production and administration from Theatre, Arts Administration and Cultural Advocacy, and other fields.

Recent positions have included Production Management intern and Graphic Design intern, as well as Dramaturgy and Literary Development.

Credits

1-4 credits

Semester(s)

Fall and Spring semesters

Hrs / Week

3-12 hours / week

Application and Eligibility

To discuss your interest in and eligibility for this position, contact the chair of Theatre, Mike Skinner (skinnerm2@southernct.edu), or the AACA intern coordinator, Caitlin Daly, dalyc9@southernct.edu.

ARTE Inc.

Title

Administrative Internship

Brief Description

The intern would assist the Director with a variety of administrative tasks. These may include planning and execution of programs, communicating with parents/constituents, data collection/reporting, social

media, assisting with our 20th anniversary celebration, and other related tasks.

[ARTE Inc.](#) is a New Haven non-profit dedicated to promoting Latino art, culture, and education. ARTE has a 20-year history of offering youth enrichment and educational programs. ARTE runs multiple After-School Programs (ASAP), a Saturday Arts Academy (ASA), College Readiness Workshops, College Bound Road Trips, “Summer of Fun” family programs, Arts & Science Workshops, and Hispanic Heritage events. ARTE hosts the annual NHPS student art show, has escorted four student trips to Puerto Rico, and awarded \$116,600 in scholarships. Programs are FREE and open to ALL!

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| Credits | 1-3 credits |
| Semester(s) | Summer, Fall, and Spring semesters |
| Hrs / Week | 5-10 hours / week |
| Application and Eligibility | Candidates must have a strong work ethic, solid written and communication skills, and be responsive and punctual. To discuss your interest in and eligibility for this position, contact the AACA intern coordinator, Caitlin Daly, dalyc9@southernct.edu . |

Possible Futures Bookstore

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| Title | Communications and Events Coordinator Intern |
| Brief Description | <p>Possible Futures is an independent, small business we’ve dubbed a “community bookspace” – a cross between a community reading room and an independent bookstore. It welcomes you, whether you’re looking to purchase, peruse, or plan. Possible Futures strives to hold space on our shelves for authors and voices that have historically been under-represented on public shelves and in the publishing industry, and we curate our collection in contrast to this history.</p> <p>Summary: The Communications and Events Coordinator is responsible for liaising with event partners through email, managing our Space/Event request Google form, creating promotional materials for events, and maintaining the store website so it is up-to-date with event information. The ideal candidate will love reading, and have an interest in marketing, communications, and social media, as well as a passion for social justice and equity.</p> |

Reports to: Store owner, Lauren Anderson

Essential duties & responsibilities:

- Corresponds with potential event partners via email to organize requests to host events or use the space, utilizing the Google Form as well as email, and working closely with the store owner to ensure events align with the store's ethos
- Creates promotional material using Canva to promote events on Instagram, the store website, newsletter, and the New Haven Arts Paper calendar site
- Maintain information on the store website using Bookmanager – upload new events, update the events and book club pages
- Assist with organizing the newsletter via MailChimp; detail-oriented work that requires event information is accurate and all links work correctly

Additional responsibilities (as needed):

- Assist with day-to-day store operations, including operating the POS system; reshelving, inventorying, and organizing the bookshelves; and assisting with receiving deliveries
 - Assist with events on-site and/or off-site
- Essential knowledge/skills:
- Excellent verbal and written communication
 - Ability to work well collaboratively in a team and individually
 - Customer service/client relationships
 - Ability to be flexible with changing circumstances
 - Detail-oriented
 - Organization and time management skills, with an ability to plan ahead weeks in advance
 - Google Suite
 - Canva
 - Website management/very basic HTML (optional, but not required)

Credits

2-4 credits

Semester(s)

Summer, Fall, and Spring semesters

Hrs / Week

6-20 hrs / week (flexible per semester and credit hours)

Application and Eligibility

Applicants should email a letter of interest plus cv/resume to info@possiblefuturesbooks.com. To discuss your interest in and eligibility for this position, contact the AACA intern coordinator, Caitlin Daly, dalyc9@southernct.edu.

Ball and Socket (Cheshire, CT)

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| Title | Digital Marketing Intern |
| Brief Description | <p>Ball & Socket Arts is a growing grassroots art center in Cheshire, CT. We are looking for a digital marketing whiz to support our outreach, with a focus on online marketing via social media and Google ads.</p> <p>Prior experience with boosted ads on Meta platforms and Google Search ads highly desired for this role.</p> |
| Credits | 3 credits |
| Semester(s) | Summer, Fall, or Spring |
| Hrs / Week | Approx. 10 hours / week - Schedule to be worked out with candidate, but to include at least 1 regular Tuesday/Wednesday or Friday in the physical office with staff, along with a presence at weekend and evening events. |
| Application and Eligibility | To discuss your interest in and eligibility for this position, contact the AACA intern coordinator, Caitlin Daly, dalyc9@southernct.edu . |

Whitney Players

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| Title | Marketing Intern |
| Brief Description | <p>Create and implement low-cost marketing strategy for community theatre performance(s).</p> <p><i>Projects:</i> website updates, social media, emails, online strategy, news outlet (radio, online and print newspapers, print materials for distribution. Opportunity to work with CRM to further develop strategy (and earn more credits).</p> <p><i>Qualifications:</i> Excellent written and verbal communication skills Proficiency in online social media platforms (FB, IG, X, LinkedIn) Graphic design/proficiency in Canva or equivalent Ability to work independently</p> |

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| | Ability to maintain confidentiality |
| | <i>Two shows per year: August (marketing June-August); March (marketing Feb-March).</i> |
| Credits | 1-2 credits |
| Semester(s) | Summer or Spring |
| Hrs / Week | Hours to be determined based on projects for each season. (45-90 hrs total) |
| Application and Eligibility | To discuss your interest in and eligibility for this position, contact the AACA intern coordinator, Caitlin Daly, dalyc9@southernct.edu . |

SCSU Office of Integrated Communications and Marketing

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| Title | University Communications Intern |
| Brief Description | <p>SCSU's Office of Integrated Communications and Marketing – which oversees all promotional content for the university – is seeking fall and spring interns in the following areas of professional writing, news, and content production.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Produce stories for the Office of Integrated Communications & Marketing, mainly the college's main news site • Attend 1-2 events per semester • Conduct interviews with students, faculty, and staff • Research and develop interesting story angles, providing broader contexts for university features • Weekly team meetings will provide collaboration opportunities with social media, media relations, website, marketing, and graphics teams. <p>Selected intern(s) will receive hourly payment as a university assistant.</p> |
| Credits | 3 credits |
| Semester(s) | Fall and Spring semesters |
| Hrs / Week | 10 hours / week |
| Application and Eligibility | Contact dodsonj2@southernct.edu for further information on whether this campus position is available. |

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| Title | Day of Caring Development Intern |
| Brief Description | The Day of Caring intern will learn essential fundraising and development skills in assisting with the Office of Institutional Advancement in preparations for SCSU's annual fundraising drive, the Day of Caring. |
| Credits | 3 credits |
| Semester(s) | Spring semesters |
| Hrs / Week | 10 hours / week |
| Application and Eligibility | Contact dodsonj2@southernct.edu for further information on whether this campus position is available. |

Other Internships

Below is the contact information for partner organizations in the arts, public humanities, and cultural heritage and preservation, with which we have partnerships in the AACA program and other disciplines at Southern. Reach out to the AACA intern coordinator, Caitlin Daly (dalyc9@southernct.edu) to discuss possible opportunities at these or other organizations.

New Haven Free Public Library

<https://nhfpl.org/>

To inquire about available internships and positions, check the New Haven Free Public Library Jobs board: <https://nhfpl.org/about/jobs/>

Yale University Art Gallery

<https://artgallery.yale.edu/careers-and-fellowships>

The Yale University Art Gallery has multiple administrative internships available on a semester or year-long basis in areas such as visitor's services, the registrar's office, and advancement and membership. Please contact the program coordinator (dodsonj2@southernct.edu) to learn which opportunities may be open to SCSU students

Yale Center for British Art

<https://britishart.yale.edu/internships-and-opportunities>

The YCBA is closed until 2024, but will have a dedicated Education Internship opportunity for

qualified AACA minors in Art Education, Art, History, History, or other related fields beginning in Fall 2024. Please contact the program coordinator (dodsonj2@southernct.edu) to learn more.

Creative Arts Workshop

Please visit:
<https://creativeartsworkshop.org/about-us/employment/>

Neighborhood Music School

Please visit:
<https://nmsnewhaven.org/about/jobs-and-internships-2>

New Haven Ballet

Please visit:
<https://newhavenballet.org/>

New Haven Museum

Please visit:
<https://www.newhavenmuseum.org/>

Mystic Seaport and Museum

<https://www.mysticseaport.org/about/internships-at-mystic-seaport/>

Interested students should contact Chris Bresky (christopher.bresky@mysticseaport.org) to learn more about the summer Reimagining New England History internship and other opportunities.

Mashantucket Pequot Museum

Please visit:
<https://www.pequotmuseum.org/>

Buley Library – Special Collections (SCSU)

<https://inside.southernct.edu/records-and-info/special-collections>

Interested AACA students with a related major in Library Sciences, English, or History should contact the program coordinator (dodsonj2@southernct.edu) and / or the Head of Special Collections, Patrick Crowley (specialcollections@southernct.edu) to inquire about available positions.