



RxART Spring/Summer 2025 Internship – Design Intern

RxART is seeking a highly motivated individual for our Spring/Summer 2025 Internship, which is focused on Design, Social Media & Marketing. RxART is an NYC-based arts nonprofit organization with the mission of helping children heal through the extraordinary power of visual art. RxART pairs leading contemporary artists with pediatric hospitals to develop site-specific projects that humanize the healthcare environment and improve the patient experience. For the past 25 years, RxART has completed [66 projects](#) with 91 artists in 44 hospitals throughout 27 cities in the United States. RxART also operates as a registered charity in Canada.

RxART interns play a big role in our small and mighty team. We seek individuals who are creative thinkers and smart workers who are excited about our mission. It is essential that our interns are effective communicators who are adaptable to an array of responsibilities. RxART Internships offer the opportunity to gain valuable hands-on experience in a dynamic, fast-paced nonprofit arts organization, developing essential skills in arts administration.

Intern Duties:

Design

- Facilitate production of in-house marketing material, including design & assembly
- Help create, design, and maintain rxart.org through Wix website building platform

Social Media

- Help develop social media strategy & maintain a calendar of organization related content
- Assist with MailChimp: Contact entry, newsletter drafting, and list segmenting

Office Operations

- Assist with daily office operations: mail, organization of RxART collection in Airtable, maintenance of internal server
- Provide support for virtual and local in-person events

Qualifications:

- Proficiency in Adobe Creative Suite (especially Photoshop and InDesign) required
- Proficiency in Microsoft Office Suite, Instagram, Facebook, Twitter, Vimeo preferred
- Knowledge of MailChimp, WordPress and Airtable preferred
- Experience using Zoom for virtual programming
- Strong organizational, writing, and research skills
- Interest in and knowledge of contemporary art
- Ability to be proactive and work collaboratively

Dates & Compensation:

We require a commitment of at least 2-3 days a week for a full 3-6 months. There is a stipend of \$500 per month and the internship qualifies for academic credit. It is preferable if a candidate can work with us for up to 6 months. The internship is in-person at RxART's Lower East Side office during weekdays, Monday to Thursday, 9 AM to 5 PM.

To Apply:

Please send a resume and cover letter including availability to hannah_kolb@rxart.org. Thank you!