

OPUS 1 FOUNDATION

About Opus 1 Foundation

Opus 1 Foundation is a global impact organization activating arts-powered initiatives to addressing today's most pressing challenges and unlock its greatest opportunities. Our programs — ranging from workforce development and community-based arts to international collaborations — aim to bridge equity divides, empower underrepresented communities, and foster unity through creativity.

Position: Internship (Part-time/Full-time, Flexible)

- **Location:** Remote / Hybrid
- **Duration:** 3 months, with possibility of extension
- **Compensation:** Unpaid with Stipend and/or Academic credit

Role Overview

Opus 1 Foundation interns support the team in research, program coordination, communications & events, and fundraising/development. This role is ideal for students or early-career professionals interested in the nonprofit, arts, and social impact sectors. Interns will gain hands-on experience contributing to meaningful projects while developing skills in nonprofit management, creative program design, and community engagement.

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Key Responsibilities

- Assist in program planning, coordination, and documentation.
- Conduct research on arts, culture, disability inclusion, and related fields.
- Support grant writing, donor outreach, and fundraising initiatives.
- Contribute to social media, newsletters, and website content.
- Assist with events (in-person and virtual), including logistics and promotion.
- Provide administrative and operational support as needed.

Qualifications

- Current student or recent graduate in arts, cultural studies, nonprofit management, communications, public policy, or related fields.
- Strong writing, research, and organizational skills.
- Interest in nonprofit work, arts, and accessibility/inclusion.
- Proficiency with Microsoft Office/Google Suite; familiarity with Canva, Adobe, or social media platforms is a plus.
- Ability to work independently and collaboratively in a fast-paced environment.

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Learning Outcomes

By the end of the internship, interns will:

- Gain practical experience in nonprofit operations and project management.
- Build skills in research, communications, and grant development.
- Expand knowledge of arts and cultural initiatives with a focus on accessibility and inclusion.
- Develop a professional network within the arts and nonprofit sectors.

How to Apply

Please send your **resume** and a short **cover letter** (1 page) explaining your interest in the internship and how it aligns with your academic/professional goals to **executive@opus1foundation.org** with the subject line: *Internship Application – [Your Name]*.