



THE UMBRELLASM
ARTS EDUCATION

Title: Arts Education Research Intern

Department: Education

Hours: Primarily Remote: Part Time - 10-20 hours/wk to fulfill school requirement

Reports To: Director of Education and Education Program Manager

Duration: Estimated January - May (Winter and/or Spring)

Official start date is negotiable

Credit: Unpaid for School Credit

Description:

The Umbrella Arts Center is seeking a driven and highly energetic individual looking to gain educational / administrative experience at a non-profit arts center for the 2026 Winter / Spring semester.

The Arts Education Research Intern will work directly in consultation and collaboration with the Education Department to research and present information relevant to 3 key areas of The Umbrella's Strategic Plan. This research will be used to develop and enhance organizational planning and future programming.

Research topics of primary interest are multigenerational arts education, outdoor arts education, and graduated coursework in a non-academic setting. The intern will compile best practices, price comparisons, and innovative ideas from art museums, cultural centers, and related educational organizations. The selected intern will organize a comparative analysis and present research findings at periodic meetings concluding in a final presentation to the Education Department.

Additional responsibilities may include:

- Integration & implementation of research conclusions into current and future course offerings.
- Research additional special topics in arts education
- Assist with marketing research
- Additional opportunities to assist the Education Department in developing, implementing, maintaining and evaluating educational programs for children, teens, and adults.
- Assist instructors teaching in the classrooms when necessary (optional)
- Self-motivated individuals can complete special projects with Director's approval

Qualifications:

The ideal candidate for the Arts Education Research Intern role will have an interest in gaining experience in an administrative role, passion for the arts and arts education, and experience with research. Additional qualities of a qualified candidate are:

- Ability to work in a small team environment
- Ability to work independently
- Ability to work remotely and periodically in person at The Umbrella Arts Center
- Interpersonal, organizational and time management skills.
- Pass CORI background checks according to The Umbrella's guidelines (only applicable if assisting with in person youth programming)

How To Apply:

1. Submit your Resume and Cover Letter stating your interest and relevant experience to: Education, at education@theumbrellaarts.org
2. Professional references will be required at the time of an interview

Apply by: December 15, 2025

About The Organization:

The Umbrella Arts Center is located at 40 Stow Street in downtown Concord, MA. The Umbrella Arts Center is an interdisciplinary creative hub where artists, learners, and audiences can connect, innovate, and thrive. Through welcoming spaces, cultural conversations, and opportunities for artistic expression and skill development, we support artists at every stage of their journey, strengthen communities, enrich lives, and shape the future through the arts.

Each year we engage, excite, and educate people of all ages - from infants to seniors - in the arts. Our performing arts and events draw thousands to our 344-seat main stage theater and 100-seat black box theater. We present approximately 8 exhibitions per year including curated, juried and non-juried exhibitions and works by local, regional and national artists. And, our community of 50+ artists adds tremendous vitality and inspiration. For more information please visit www.thrumbrellaarts.org