

BCAI Cultural Arts & Humanities - Illinois State University
Internship Proposal
Spring|Summer|Fall 2025

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* "Useful skills" is not code for "you need all of these skills" - half, at minimum, would be beneficial *

If you have skills from each line item and would like to be adventurous, we support that as well

Mandatory Skills: RELIABILITY, Accountability, Honesty and Communication / You invest into our vision, we protect and invest into you - We take your dreams and passions seriously

1. Organizational Management assistance

- a. Brainstorm with ED and other leaders on higher proficiency systems
- b. Assistance with family folders, organizing
- c. Fund Development strategy implementation/accountability; Assist with obtaining the objective of filling a \$400k budget

2. **Videography & Photography

- a. Commercials, video projects, marketing strategies, video editing [we have at least 8 yrs of footage to play with!]
- b. Useful skills: Videography - Vision - Communication - Video Editing - Work with youth - Research - Social Media knowledge, SEO - even Tik Tok!

3. **Grant Writer/Researcher and or Fund Development

- a. We are looking for development and operations grants
- b. Sponsorship attainment for events, scholarships, student opportunities [currently, Summer Arts Exposure camp and our June 7 event]
- c. Other various aspects of fundraising and financial management

4. **PR/Marketing | Social Media

- a. Specifically updating website content and social media focus; we have abundant footage to utilize - need someone to create content, including BCAI style captions and up our following to increase traffic which ultimately increases support for our mission, allowing this to be more community led and supported
- b. Useful Skills: Networking - Marketing - Communication - Graphic Design - Social Media knowledge - Microsoft Ofc/Google apps

5. External Relations

- a. Setting up our database with all donors, sponsors, partners, etc
- b. Personal thank you's (you, yourself, design them or work with our graphic design team- we do have a general template but always up for something new and inspiring!)

6. *Event assistance**

- a. Monthly events including morning DJ sets, cultural events and so many more [upcoming is June 7: Brunch Music Series
- b. PR, marketing, sponsorship, planning, strategy, execution

7. *Hip Hop Elemental Arts - Music and Song Creation, Music Video Creation and Industry**

- a. We need beings knowledgeable in ANY fashion relating to the music industry
 - i. MCs, DJs, Graffiti, lighting, fashion, videography, photography, acting, literally everything you can think of
 - ii. We need capable adult mentors for our participants
 - iii. You must either be of cultural/neural divergence (ADHD, etc) or be fully aware/conscious and knowledgeable of diverse neuro and or cultural identities

- b. Next session will be making the music video for our 3rd streaming song We Are Here
 - i. Will need to find best time, secure funding (grants/sponsors, design and circulate flyer graphic, get on media to promote participation and sponsorship, finalize curriculum and execute the program; at the conclusion, will need a program report

8. *Social Service/Social Work Liaison**

- a. Behave as a link to assist communication and cooperation between Creative Healing Art Therapy and BCAI
- b. Assist with data and resource linking
- c. Assist with ensuring all families and students are meeting objectives and receiving all resources and attention
- d. Assist with the overall vision of what this partnership could be from your perspective, expertise and experience - help to design the next phase of this collaboration for the greatest good of our community