
Academy Center of the Arts Job Description

Position:	Summer Education Internship
Direct Supervisor:	Education Manager
Salary:	Unpaid (may be for academic credit if desired)
Schedule:	Monday-Friday (with some weekends), June -August

Summary

The Academy is in search of qualified, capable candidates to become Summer Education interns. Ideal applicants will have an interest or appreciation for the arts, a love for children, and good organization. During the summer, the Academy hosts a wide variety of children's arts and theatre camps. Applicants must have the ability to learn new skills in a changing environment, good time management, and must be comfortable working in groups or independently.

Essential Duties & Responsibilities

- Greet children and parents in morning, assign name tags, and monitor drop-offs
- Help instructors with set-up and clean-up of rooms
- Monitor break times, paying close attention to children with severe allergies
- Engage the children in fun activities
- Monitor parent pick-up times, ensuring children leave with approved individuals
- Pulling props from the prop shop and making props as needed
- Assist the costumer and Technical Director on an as-needed basis

Minimum Qualifications

- High school diploma
- Must be passionate or have an appreciation for the arts and children
- Excellent communications skills
- Ability to handle multiple tasks and work with deadlines
- Ability to work independently and as part of a team

Preferred Qualifications

- Previous work with children and summer camps
- Academic or extracurricular experience with the arts and theatre
- Completed or pursuant of a Bachelor's degree
- Major or minor in an arts related field

Application Procedures

- Email a cover letter and a resume to Kelli Johnson at kjohnson@academycenter.org
- If possible, attach the necessary application materials as PDF files
- Title your email with the name of the position you are applying for (if applying for multiple Academy internships, send an email for each position)
- Your application will be shared with Academy staff, and you will be contacted if further information is needed