



## Teen Programs Internship Summer 2018

### **About the Program:**

As part of the educational mission of ArtsConnection, we provide comprehensive internships for teens and adults seeking professional and educational experience in the area of Teen Programs/Youth Development. If you are a teen, undergraduate/graduate student, recent graduate or early career professional, you are welcome to apply for this program. We seek applicants who demonstrate an enthusiastic interest in the arts education field and a desire to learn and grow.

### **Internship Benefits:**

- Participation in ArtsConnection events and workshops
- Access to performances and exhibitions in the city
- Exposure to all departments and staff of the organization
- Attendance at department and full staff meetings
- Build a professional network and valuable references
- Site visits with other arts and education organizations
- Receive a stipend of \$300 per internship
- Receive credit (where applicable)

### **To Apply:**

Please complete [online application](#)

### **EXTENDED DEADLINE:**

Summer 2018: Wednesday, April 18

*ArtsConnection is an equal opportunity employer. We have a strong commitment to equity and inclusion, and value the leadership and skills of people from diverse backgrounds. People of color, LGBTQ persons, and people from other historically marginalized backgrounds are encouraged to apply.*

*No calls please.*

## **INTERNSHIPS AVAILABLE**

### **Teen Reviewers and Critics (TRaC) Intern**

The Summer Teen Reviewers and Critics Program (TRaC) is a free 4-week program for high school students from all over New York and New Jersey to explore the arts in NYC while expanding critical thinking and writing skills. The TRaC Summer Intern will collaborate with the TRaC Program Manager to gain valuable skills, knowledge, and hands-on experience in arts education and administration. Duties include, but are not limited to:

- Schedule and assist with orientations for TRaC program participants
- Complete administrative tasks in support of the TRaC program including but not limited to data entry, copying, and filing
- Assist teaching artist during workshops and field trips to arts events
- Write and edit responses to arts experiences
- Contribute to creating a welcoming and inclusive environment for teen participants, staff and interns

Applicant should be:

- 18 years or older
- Eager to learn about the administrative and teaching practices that support youth development
- Responsible and mature individual who work well independently and in teams

**Schedule:** July 2 – August 9, 2018; minimum 20 hours per week, 6 weeks; work days may vary

### **Arts Administration Intern**

The Arts Administration Intern will work closely with the Teen Reviewers and Critics (TRaC) Program Manager to gain valuable skills, knowledge, and hands-on experience in arts education and administration. The Arts Administration Intern provides administrative support for a diverse portfolio of teen programs including the Teen Reviewers and Critics Program and Pizza and a Movie Night Bronx Summer Series. Duties include, but are not limited to:

- Data entry and developing reports on teen experiences in programs;
- Assisting with digital marketing efforts and promotional events;
- Updating digital and paper archives;
- Maintenance of the teen blog, *The Journal of Art and Reviews*;
- Organizing materials and supplies for teen participants;
- Contribute to creating a welcoming and inclusive environment for teen participants, staff and interns

Applicant should be:

- 18 years or older
- Eager to learn about the administrative and teaching practices that support youth development
- Responsible and mature individual who work well independently and in teams

**Schedule:** July 2 – August 9, 2018; minimum 20 hours per week, 6 weeks; work days may vary

### **Student Art Program Intern**

ArtsConnection's Student Art Program connects young artists from NYC public schools with corporate partners through exhibitions of student artwork, transforming art from a subject studied at school into a professional endeavor.

This summer, the intern will work with the Student Art Program Manager to gain valuable job-readiness and administrative skills associated with organizing student art exhibitions and will gain a full view of a non-profit arts-in-education organization, with exposure to daily operations, programming meetings, and client meetings. Intern will:

- Learn about curating and installing art through viewing current exhibitions and participating in preparing for upcoming exhibitions
- Work as part of art handling team
- Create online galleries using Wordpress
- Contribute to ArtsConnection Teen Programs online blog *The JAR*
- Contribute to outreach plan for program to students and teachers
- Communicate with currently exhibiting artists

Applicant should be:

- Interested in visual arts, exhibitions, teen artists, arts education
- Detail oriented
- Responsible and mature individual who work well independently and in teams
- Proficient in Photoshop, Wordpress and Excel

**Schedule:** July 2- August 9, 2018, 4 days per week (minimum 20 hours per week)