
Academy Center of the Arts Job Description

Position:	Summer Education Internship
Direct Supervisor:	Director of Education
Salary:	\$500
Schedule:	Monday-Friday various but 9:00-4 most days June 9 -August 11; skip June 16 & June 30 weeks

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

- **Assist Instructors** – Support art instructors in the classroom by helping with demonstrations, engaging with students, and ensuring a positive learning environment.
- **Student Check-In & Check-Out** – Help facilitate the daily check-in and check-out process, ensuring a smooth and organized transition for campers.
- **Studio Preparation & Cleanup** – Assist in setting up materials for each day's activities and cleaning up the studio after sessions.
- **Curriculum Development** – Plan and implement an afternoon art curriculum under the guidance of the Director of Education.
- **Student Engagement** – Interact with campers, encourage creativity, and foster a fun and welcoming environment for all participants.
- **Material Organization** – Help manage and organize art supplies to ensure efficiency in the studio.
- **Supervision & Safety** – Monitor students during camp activities, snack breaks, and transitions, ensuring a safe and inclusive atmosphere.

- **End-of-Internship Reflection** – Create a 1-3 minute video sharing insights and experiences from the internship.

This position is a great opportunity to develop leadership skills, gain experience in arts education, and contribute to a dynamic summer program!

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
- 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