

Summer Arts Associate Application 2018

Thank you so much for your interest in becoming an Arts Associate for the Art and Culture Center/Hollywood (ACCH). This program is for high school students ages 17 and 18 who are looking to gain work and leadership experience in a nurturing and educational environment. As an Arts Associate you will gain project-based training in leadership and professional skills, shadow our staff, receive hands-on experiences throughout the summer, gain leadership skills through direct contact with education programs, and have specialized training in multiple focus areas. Some Associates may be eligible to receive a stipend at the conclusion of their project. Please follow the instructions below to be considered as a participant in this exciting program.

Program Information

- Due to the limited number of spaces available, not all applicants will be accepted.
- Applicants must commit to attending the full 5-week session.
- Only complete applications will be reviewed.
- All accepted applicants will need to complete a level II background check which includes fingerprinting.
- Interviews are mandatory for this program and are scheduled once your application has been completed and turned in.

Program Positions:

Wardrobe and Set Associate

Age requirement: 17-18 years old

Reports to: Education Department

Term: Summer 2018

Assist with design and organization of costumes and sets for the Summer Arts Camp Broadway Actors and Young Actors productions

Duties: Assist with planning, collecting, designing, constructing and organizing costumes and set/prop pieces for Summer Arts Camp. The Wardrobe and Set Associate will help organize costumes, props, and set pieces necessary for successful productions.

- Work with administrative staff and camp instructors to develop and assign costumes
- Sew or design costumes and/or costume pieces
- Adjust costumes as needed
- Collect and organize costumes after rehearsals and before the shows
- Create and design props and set pieces
- Work with the Stage Manager Apprentice and Director to place props, costumes and set pieces in proper place prior to every rehearsal and run of show
- Label and hang all costumes accordingly
- Keep inventory of all necessary supplies
- Notify Education Department staff if items need to be requested/re-ordered
- Associates may be asked to assist with other production or administrative tasks as needed

Marketing Associate

Age requirement: 17-18 years old

Reports to: Education Department/Marketing Department

Term: Summer 2018

Work with the Marketing staff to photograph, film and document the variety of activities happening in Summer Arts Camp. Must have some prior experience and knowledge in photography and/or videography.

Duties: To assist the Marketing and Education Department with acquiring photographs and proper documentation of Summer Arts Camp activities and performances.

- Photograph rehearsals/events/campers
- Download photographs
- Sort and edit photographs
- Assist with the creation of the end of Broadway Actors show presentation
- Upload and file photographs
- Assist with recording of shows
- Assist with the production of rack cards, playbills and invitations
- Assist with social media accounts
- Assist with show advertisements
- Assist marketing team with day-to-day assignments
- Assist with distribution of rack cards and promotional material
- Associates may be asked to assist with other production or administrative tasks as needed

Technical Theater Associate

Age requirement: 17-18 years old

Reports to: Education Department

Term: Summer 2018

Objective: Work with the Technical Director and production staff to run curtain, projector, light and sound boards for theatre events at the Hollywood Central Performing Arts (HCPAC)

Duties: To assist with sound and light components at the Hollywood Central Performing Arts (HCPAC)

- Assist with running cables and securing microphones in a safe and professional manner
- Assist with running projector, sound boards and other technical aspects for summer shows
- Assist with the storage of sound equipment
- Monitor and change batteries on sound equipment
- Assist backstage with lighting, sound, curtain and props
- Associates may be asked to assist with other production or administrative tasks as needed

Application Instructions

•Application materials must be submitted to education staff via email or USPS mail by Friday, May 4, 2018. Applications submitted after this deadline will only be considered if there are still spaces available.

- To submit by email, send to: education@artandculturecenter.org
- To submit by mail, send to:

**Art and Culture Center/Hollywood
Attn: Education Department
1650 Harrison Street
Hollywood FL 33020**

For questions regarding our Summer Arts Associate Program please contact us at 954.921.3274 or education@artandculturecenter.org

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Part 1: Applicant Information

Date: ___/___/___

Student Name: _____ Parent Name: _____

Student Phone: _____ Parent Phone: _____

Student Email: _____ Parent Email: _____

Address: _____

City: _____ State: _____ Zip code: _____

Student Birthdate: _____ School: _____

Camp T-Shirt Size: Adult Small Medium Large X - Large

Please check which 5-week session you wish to apply for:

Note: Summer Camps are Monday - Friday from 8:45 am – 4:15 pm with additional Saturday performances

	Session 1: June 11 – July 13 <i>*Weekend Performances: Friday, July 6 and Saturday, July 7 at 5:30 pm</i>
	Session 2: July 9th – August 10th <i>*Weekend Performances: Friday, August 10 and Saturday, August 11 at 5:30 pm</i>

***No program on Wednesday, July 4**

Part 2: Essay

There are several qualities one must have to become a great leader. Write an essay explaining which qualities you believe are the most important for a leader to possess? Also include which quality you feel is your strength and why? How would this program benefit you? 600 word maximum.

Part 3: Recommendation Form

Please have a teacher, principal, or job supervisor complete the attached recommendation form. This form MUST be included with the student’s application.

Part 4: Additional Questions

Please list first choice, second choice and third choice, in order of interest level, for each available position:

_____ Wardrobe and Set Associate

_____ Marketing Associate

_____ Technical Theater Associate

Please list your skills or experience that you think may be helpful: (i.e. typing, computer (Word, Excel, and Publisher), organizational, arts and crafts, teaching, directing, etc.)

How did you learn about the Arts Associate Program?

Part 5: Interview

Please list the times and dates that work best to meet with our staff:

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Applicant Recommendation Form

This is a recommendation for _____ who is applying for the Summer Arts Associate program at the Art and Culture Center/Hollywood. Please give your honest opinion of this student in the spaces below. If you have not observed a particular section, please mark N/A or “Not Applicable”.

ATTRIBUTE	FAIR	AVERAGE	ABOVE AVERAGE	OUTSTANDING
Leadership Ability				
Work Ethic				
Initiative				
Reliability				
Attendance				
Integrity				
Enthusiasm				
Attitude towards other people				
Attitude towards themselves				
Civic Responsibility				
Personal Organization				
Originality				

Your Name: _____

Telephone: _____ Email Address: _____

Occupation: _____

Relationship to Applicant: _____

Signature: _____ Date: _____

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