

Summer Arts Apprentice Internship Application 2018

Thank you so much for your interest in becoming an Arts Apprentice for the Art and Culture Center/Hollywood (ACCH). This program is for high school/college students between the ages of 18 - 21 who are looking to intern and gain work and leadership experience in a nurturing and educational environment. As an Arts Apprentice you will gain project-based training in leadership and professional skills through hands-on work-place experiences at the Center. Some awarded positions may receive an hourly stipend for specific projects. 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 summer term.
- Only complete applications will be reviewed.
- All accepted applicants will need to be interviewed and complete a level II background check which includes fingerprinting.
- Interviews are mandatory for this program and are scheduled once your completed application has been turned in.

Program Positions

Stage Manager Apprentice

Age requirement: 18-21 years old

Reports to: Education Department

Term: Summer 2018

Assist the Director, Chorographer and Voice instructor of our Broadway Actors Summer Arts Camp with managing actors, calling cues, blocking, note taking in the script, and other production functions. The Stage Manger will gain an understanding of both technical and artistic elements involved in putting on a production.

Duties: Assist with managing all aspects of camp rehearsals and productions at the Hollywood Central Performing Arts Center (HCPAC)

- Assist the director with rehearsal tasks such as:
 - Preparing the theater/rehearsal space
 - Tracking blocking by noting in script
 - Following along script and notes during rehearsals
 - Assisting with preparation of production paperwork for parents
 - Following sign in/out procedures for campers
- Work with Wardrobe and Set Associate to track and maintain props and costumes during rehearsals and performances
- Assist in calling the show and cue to cue rehearsal
- Assist with load in and strike of the productions
- Apprentices may be asked to assist with other production or administrative tasks as needed

Technical Theater Apprentice

Age requirement: 18-21 years old

Reports to: Education Department / Technical Director

Term: Summer 2018

Assist the Technical Director in managing technical components of productions including running curtain, projector, light and sound boards for camp performances at the Hollywood Central Performing Arts Center (HCPAC).

Duties: Assist with sound and lighting components at the Hollywood Central Performing Arts Center (HCPAC) for the Summer Arts Camp Broadway Actors and Young Actors productions

- Gain working knowledge of lighting and sound boards including:
 - Assisting with storage, set up and control of microphones and monitors
 - Ability to run cables and secure microphones in a safe and professional manner
- Assist with hanging, installing and focusing lighting fixtures for stage productions
- Assist with designing lighting cues and programming light board
- Running projectors, lighting and sound boards
- Apprentices may be asked to assist with other production or administrative tasks as needed

Marketing and Social Media Apprentice

Age requirement: 18-21 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 the Summer Arts Camps. Must have experience and knowledge in photography and/or videography.

Duties: To assist the Marketing and Education Department with acquiring photographs and proper documentation of all Summer Arts Camp activities and performances. Help design and post social media marketing.

- Photograph rehearsals/events/campers
- Download photographs
- Sort and edit photographs
- Create the end of Broadway Actors show presentation
- Upload, label, file photographs
- Assist with videotaping performances and art exhibitions
- 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

Education and Arts Administration Apprentice

Age requirement: 18-21 years old

Reports to: Education Department

Term: Summer 2018

Assist the Education Department staff with Summer Arts Camp. Work with classroom instructors to maintain classroom management, classroom set up, lesson plan design, instructional strategies and administrative skills.

Duties: Assist with the management and supervision of different aspects of Summer Arts Camp such as:

- Classroom supervision
- Lesson design and presentation
- Facilitate group activities
- Sign in/out
- Maintain clean and organized facilities
- Student registrations
- Parent communication
- Student transportation between locations before/aftercare



- Administrative tasks
- Apprentices 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 Apprentice Program please contact us at 954.921.3274 or education@artandculturecenter.org



Summer Arts Apprentice Internship Application 2018

Part 1: Applicant Information

Date: ___/___/___

Participant Name: _____

Participant Phone: _____

Participant Email: _____

Address: _____

City: _____ State: _____ Zip code: _____

Date of Birth: _____ School/College: _____

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

Program runs from June 11th – August 10th and may be divided up into sessions

Note: Summer Camps are Monday- Friday from 8:45 am – 4:15 pm with some weekend Performances on Friday, July 6, Saturday, July 7, Friday, August 10 and Saturday, August 11

Part 2: Resume

- Please attach your professional resume to this application.

Part 3: Letter of Interest/Cover Letter

- Please write a cover letter/interest letter stating why you are qualified to work with the Art and Culture Center/Hollywood, and what you hope to accomplish through our Arts Apprentice program. 600 word maximum.

Part 4: Letter of Recommendation

- Please have a professor, dean, or job supervisor write a letter of recommendation. This letter MUST be included with all application entries.

Part 5: Additional Questions

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

- _____ Stage Manager Apprentice
- _____ Technical Theater Apprentice
- _____ Education and Arts Administration Apprentice
- _____ Marketing and Social Media Apprentice

How did you learn about the Arts Apprentice Program?

Part 6: Interview

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