

Academic Arts Associate Application 2018-2019

Thank you 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 academic year, 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 session
- Only complete applications will be reviewed
- Interviews are mandatory for this program and are scheduled once your application has been completed and turned in

Program Positions:

Marketing Associate

Age requirement: 17-18 years old

Reports to: Education and Marketing Departments

Term: Fall 2018 – Spring 2019

The Marketing Associate position requires some knowledge in the field of editing, photography and designing. The Marketing Associate will be responsible to assist the marketing department with creation and design of banners, rack cards, brochures, and other promotional materials. It is recommended the associate be familiar with photoshop.

Duties: To assist the Marketing and Education Departments with acquiring photographs and proper documentation of the Center's activities, including fundraisers, opening receptions, productions, etc.

- Photograph gallery openings, performances, education events, fundraisers, etc.
- Download photographs
- Sort and edit photographs
- Assist with the creation of educational presentations (Distance Learning, Stage Kids, etc.)
- Upload and file photographs
- Assist with videotaping 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
- Associates may be asked to assist with other production or administrative tasks as needed

Education Associate

Age requirement: 17-18 years old

Reports to: Education Department

Term: Fall 2018 – Spring 2019

The Education Associate assists with coordination of education operations, personnel and programming, including within a classroom space. Programming includes after school programs, school partnerships, workshops, community events and other special projects.

Duties: Assist with the management and supervision of different aspects of the Center’s educational programs such as:

- Classroom supervision
- Lesson design and presentation
- Facilitate group activities
- Maintain clean and organized facilities
- Student registrations
- Parent/teacher communication
- Administrative tasks
- Associates may be asked to assist with other production or administrative tasks as needed

Event Associate

Age requirement: 17-18 years old

Reports to: Education and Marketing Departments

Term: Summer 2018

The Event Associate assists in the coordination of the Center’s fundraisers, exhibition openings, and education events. The Event Associate helps coordinate logistics, communicate with volunteers, organize silent auctions, and help manage rsvp lists. The Event Associate must be a quick problem solver and be able to work under a time sensitive environment.

Duties: Assist the Center with executing special events, fundraisers and workshops.

- Assist with the set-up and preparation of Student Gallery openings, fundraisers, productions and events
- Welcoming and interacting with guests
- Recording demographics
- Assist with planning and executing the event
- Assist with schedule timeline
- Assist administrators with distributing marketing materials for the event
- Associates may be asked to assist with other fundraiser, event or administrative tasks as needed

Application Instructions

Application materials must be submitted to education staff via email, USPS mail, or dropped off at the Center.

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

To submit by mail or in-person, send to:

Art and Culture Center/Hollywood

Attn: Education Department

1650 Harrison Street

Hollywood, FL 33020

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

Academic Arts Associate Application 2018-2019

Part 1: Applicant Information

Date: ____/____/____

Student Name: _____ Parent Name: _____

Student Phone: _____ Parent Phone: _____

Student Email: _____ Parent Email: _____

Address: _____ Age: _____

City: _____ State: _____ Zip code: _____

Student Birthdate: _____ School: _____

Polo/T-Shirt Size: (Please circle size) Adult: Small Medium Large X - Large

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:

_____ Marketing Associate

_____ Education Associate

_____ Event Associate

Please list 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:

Academic Arts Associate Application 2018-2019

Applicant Recommendation Form

This is a recommendation for _____ who is applying for the Academic 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				

Your Name: _____

Telephone: _____ Email Address: _____

Occupation: _____ Relationship to Applicant: _____

Signature: _____ Date: _____

For questions about the Arts Associate program, please contact education@artandculturecenter.org or (954) 921-3274