

Academic Arts Apprentice Internship Application 2018-2019

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 workplace experiences at the Center. Some awarded positions may receive a stipend or hourly wage 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 term
- Only complete applications will be reviewed
- All accepted applicants will need to be interviewed
- Interviews are mandatory for this program and are scheduled once your completed application has been turned in and accepted

Program Positions

Education and Arts Administration Apprentice

Age requirement: 18-21 years old

Reports to: Education Department

Term: Fall 2018 – Spring 2019

Work with the Center's Deputy Director to assist with oversight of programming. Assist the Education Department with all academic school-year programs and events. Programs include Stage Kids, Stage Kids – Encore, ARTastic Collaborations, Stirling Road Library, and so much more. The Education and Arts Administration Apprentice will work with community partners such as Stirling Road Library, Broward Reads, and Broward County Public Schools through the academic school year.

Duties: Assist the Deputy Director and Education Department to plan, prepare, and develop programming and events.

- Assist with programming design and preparation
- Assist staff and instructors with tasks such as:
 - Preparing the theater/rehearsal space
 - Following along music/script and notes during rehearsals
 - Assisting with preparation of production paperwork for parents
 - Following sign in/out procedures for students
- Assist with curating the Student Gallery space with visiting schools
- Assist administrators with distributing marketing and educational materials to current students and local businesses
- Assist in organizing and processing paperwork
- Assist with load in and strike of educational productions and events
- 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: Fall 2018 – Spring 2019

Work with the marketing staff to update, manage and post on all social media platforms for the Art and Culture Center/Hollywood. This apprentice must design a platform that matches the goals and target market for the Center when promoting its activities.

Duties: Assist the Marketing Department with properly managing and documenting the Art and Culture Center/Hollywood events, programs and performances.

- Assist with management of social media accounts
- Review photographs from/during events, galleries, performances, and programs
- Download photographs
- Sort and edit photographs
- Upload, label, and file photographs
- Assist with videotaping performances and art exhibitions
- Assist with the production of rack cards, playbills, and invitations
- 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

Multimedia Design and Editing Apprentice

Age requirement: 18-21 years old

Reports to: Education and Marketing Departments

Term: Fall 2018 – Spring 2019

Work with the marketing staff to capture images and video for the Art and Culture Center/Hollywood. Opportunities will include creating videos or PowerPoints for special projects and Distance Learning programming. This apprentice must know how to edit and design short clips as well as photographs for promotional materials, fundraisers and events at the Center.

Duties: To assist the Marketing Department with properly documenting and capturing the Art and Culture Center/Hollywood events, programs and performances.

- Create short videos to be displayed throughout events, performances and other events
- Review photographs from/during events, galleries, performances and programs
- Download photographs
- Sort and edit photographs and pictures
- Upload, label, file photographs
- Assist with videotaping performances and art exhibitions
- 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

Event Apprentice

Age requirement: 18-21 years old

Reports to: Education Department

Term: Fall 2018 – Spring 2019

The Event Apprentice assists in the coordination of the Center’s fundraisers, exhibition openings, and education events. The Event Apprentice helps coordinate logistics of fundraisers, 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 staff members with tasks such as:
 - Preparing the galleries or event space
 - Welcoming and interacting with guests
 - Recording demographics

- Ensuring staff and volunteers remain on schedule with timeline
- Assist with planning and executing the event
- Creating/assisting with schedule timeline
- Assist administrators with distributing marketing materials for the event
- Assist in organizing paperwork
- Apprentices may be asked to assist with other fundraiser, event or administrative tasks as needed

Curriculum Development Apprentice

Age requirement: 18-21 years old

Reports to: Education Department

Term: Fall 2018 – Spring 2019

The Curriculum Development Apprentice requires basic knowledge in the field of education and some experience working with children. The Curriculum Development Apprentice will assist staff with designing classes and integrated lesson plans. This position will be very involved with our Distance Learning (DL) program. A passion for arts education and technology is a plus.

Duties: Assist Education Department to plan, prepare and develop Distance Learning and educational programming.

- Assist with creating and developing DL lesson plans
- Assist with budgeting and preparing materials for classes
- Preparing Distance Learning space for guests and broadcasts
- Visit schools to ensure their equipment is ready and able to broadcast Distance Learning programming
- Assist administrators with distributing marketing and educational materials to current students and local businesses
- Assist in organizing paperwork
- Apprentices may be asked to assist with other production or administrative tasks as needed

Grant Development Apprentice

Age requirement: 18-21 years old

Reports to: Education and Administrative Departments

Term: Fall 2018 – Spring 2019

The Grant Development Apprentice will assist with research to find new funding opportunities and will gain first-hand-knowledge on development activity for the Center. This experience includes grant writing, documenting and reporting, relationship building with public foundations, corporations, and public agencies. Strong written and verbal skills a plus.

Duties: Assist the Director of Development and Education Department to plan, prepare and develop.

- Research local and state grants/funding
- Work alongside Director of Development to assist with timelines
- Assist with monthly reports
- Assist with documenting and recording information for reporting (addresses, demographics, etc.)
- Assist administrators with distributing marketing and educational materials to current students and local businesses
- Assist in organizing all paperwork
- Apprentices may be asked to assist with other 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

Academic Arts Apprentice Internship Application 2018-2019

Part 1: Applicant Information

Date: ____/____/____

Participant Name: _____

Participant Phone: _____

Participant Email: _____

Address: _____ Age: _____

City: _____ State: _____ Zip code: _____

Date of Birth: _____ School/College: _____

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

Part 2: Resume

- Please attach your professional or academic 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.

- _____ Education and Arts Administration Apprentice
- _____ Marketing and Social Media Apprentice
- _____ Multimedia Design and Editing Apprentice
- _____ Event Apprentice
- _____ Curriculum Development Apprentice
- _____ Grant Development 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:
