



**INTERNSHIP POSTING
Spring 2009**

GENERAL INFORMATION

Citi Performing Arts CenterSM Education Department provides opportunities for energetic, creative college and graduate school students to serve as program research interns. This is an excellent opportunity for those with an interest in arts education, administration, and dramaturgical research and in working with the community, theater companies, professional teaching artists, students, teachers and school administrators.

SPRING INTERNSHIP OPPORTUNITY

This spring, we are seeking motivated individuals to assist with the administration of our City Spotlights Program for The Citi Performing Arts Center Education Department. The City Spotlights Interns reports directly to the Manager of Performance Programs, the Manager of Community Relations and the Teaching Artists for the program and will be responsible for assisting with the administration and implementation of the City Spotlights Program.

Responsibilities include but are not limited to:

- Conduct in-depth dramaturgical research on featured City Spotlights neighborhoods
- Support of Teaching Artist for City Spotlights High School Internship Program
- Support of High School Interns in community outreach efforts
- Communication with Teaching Artists, workshop participants, and community organizations
- Processing of participant applications, release forms and program evaluations
- Working collaboratively with members of Education staff on large-scale community events

Qualifications:

- Knowledge and interest in the performing arts and young people
- The ability to work with Middle School and High School students
- Strong communication, organizational and writing skills
- Detail-oriented, with the ability to multi-task
- Proficiency in MS Office software
- Ability to work independently and as part of a team

Dates:

SPRING: February – May 22, 2009

Specific program hours are, March 23 – May 16, Wednesdays and Thursdays from 4:30 – 7:30pm
12 hours a week, mostly during after school hours with some flexibility. These hours will include office hours and time spent traveling to and from specific neighborhoods.

There is a small stipend available for this position.

How to Apply:

Mail, e-mail, or fax a cover letter & resume