

NYC Department of Education 2015 Summer Internship Program Project Form

INTERNSHIP TITLE:

Arts Intern

DIVISION/OFFICE:

Office of Arts & Special Projects

ADDRESS:

333 Seventh Avenue, Room 801, New York, NY 10001 & Frank Sinatra School of the Arts, 35-12 35th Avenue, Astoria, NY, 11106

OFFICE DESCRIPTION:

The Office of Arts and Special Projects (OASP) leads the effort to achieve equity and access to quality arts education. OASP supports teachers and school leaders in the development of quality arts instructional and professional development programs, and resources and materials to enhance teacher effectiveness. Additionally, OASP administers citywide student programs in the arts to augment college and career preparation and encourage active civic participation.

The Summer Arts Institute is a tuition-free, intensive arts program for New York City public school students entering grades 8-12, held at Frank Sinatra School of the Arts High School in Astoria, Queens. Students major in dance, theater, instrumental music (band or orchestra), vocal music, film, or visual arts. Summer Arts Institute offers a unique opportunity for students to work with Department of Education arts specialists, partnering cultural organizations, and guest artists. This experienced team of arts professionals guides students in building a portfolio or audition skills for their next level of study: an arts-focused high school, college, university or conservatory and expands their awareness of arts and cultural resources in their communities.

INTERNSHIP RESPONSIBILITIES:

From June 8 through July 3, the intern will engage in activities directly with the Office of Arts and Special Projects, gaining exposure to the team's work in the areas of Dance, Music, Theater, and Visual Arts. The major project will be focused on the comprehensive arts examinations in all art forms which will be administered to high school seniors in mid-June. The intern will participate in the following activities:

- Analyzing student data in MS Excel to determine qualification for earning official diploma recognition for achievement in the arts
- Prepare score reports for schools, and create and distribute award certificates to students

- Analyze teacher data gathered from professional development events
- Learn to manage databases
- Assist as needed at public events celebrating achievement in the arts
- Assist with preparing for the opening of the Summer Arts Institute program

From July 6 through July 31(or August 4, if available), the intern will participate at the Summer Arts Institute at Frank Sinatra School of the Arts. The intern will be assigned based on their area of study and interests. Interns have the opportunity to gain hands-on experience with administration of school-based programs and arts education by assisting the program directors and/or teaching staff with the operation of the four-week program for middle and high school students. Intern will:

- Engage with students in arts studios
- Assist with other interns and staff to produce art exhibits and performances
- Accompany students on field trips to NYC arts and cultural institutions
- Prepare communications to parents
- Assist with inventory of program supplies and resources

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

- Strong interest in arts education and/or arts administration, study in dance, film, instrumental music (band or orchestra), vocal music, theater, visual art, and/or theater production a plus
- Fluency with MS Excel and strong data analysis skills
- Excellent interpersonal and communication skills
- Interest and experience working directly with children and teens, experience as a teacher/tutor, mentor, or camp counselor a plus
- Ability to work both independently and as part of a team, take direction and manage multiple tasks simultaneously

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):

The Arts Intern will have the opportunity to experience the administrative workings of the Office of Arts and Special Projects as well as have a hands-on experience with a school-based program.

Office of Arts & Special Projects: <http://schools.nyc.gov/offices/teachlearn/arts/index2.html>

Summer Arts Institute: <http://schools.nyc.gov/offices/teachlearn/arts/summerarts.html>