

# 2014 NYC DOE Summer Internship Program

**INTERNSHIP TITLE:**

DOE 003 - Office of Arts and Special Projects: Arts Intern

**DIVISION/OFFICE:**

Office of Arts and 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 9 through July 3, the intern will work directly with the Office of Arts and Special Projects, under supervision is trained in 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 early June. The intern will assist with organizing and analyzing student data in MS Excel to determine qualification for earning official diploma recognition for achievement in the arts. The intern will assist with the preparation of score reports for schools, create and distribute award certificates to students. Other office responsibilities may include but are not limited to assisting with analysis of teacher data gathered from professional development events, managing databases, assisting at public events celebrating achievement in the arts, and preparing for the opening of the Summer Arts Institute program.

From July 7 through August 5, the intern will work at the Summer Arts Institute at Frank Sinatra School of the Arts. The intern may be assigned as a general office intern or to work in a specific arts studio depending on the intern's 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. Under supervision of staff, responsibilities may include but are not limited to assisting staff working directly with students in arts studios, working with other interns and staff to produce art exhibits and performances, accompanying students on field trips to NYC arts and cultural institutions, assist in preparing communications to parents.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:**

Current undergraduate students who meet the eligibility criteria of a B average or greater may be considered for an unpaid internship.

- 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 assignments simultaneously



**Department of  
Education**

*Carmen Fariña, Chancellor*

**SALARY INFORMATION:**

This is an unpaid internship.

**ADDITIONAL INFORMATION/COMMENTS (Optional):**

Please explore the following links for addition information:

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>