



SOCIETY FOR THE PERFORMING ARTS
Bringing the World's Best to Houston

Shell Nonprofit Internship Program SUMMER EDUCATION & COMMUNITY ENGAGEMENT INTERN Job Description

Organization Name

Society for the Performing Arts

Location

Jesse H. Jones Hall for the Performing Arts
615 Louisiana Street, Ste. 100
Houston, TX 77002

Website

www.spahouston.org

Mission

The mission of Society for the Performing Arts (SPA) is to enrich the cultural life of Houston in an affordable way by presenting the world's best in multi-discipline performing arts and by providing the most comprehensive education and community engagement of its kind in the city.

Internship Overview

Society for the Performing Arts' Education & Community Engagement Department serves over 70,000 students and adults each season through approximately 125 unique events. SPA's education and community engagement programs are typically centered diverse national and international artists that SPA brings to Houston and include master classes, artist residencies, teacher workshops, community performances, discount ticket programs, an annual student art contest, and a writing and movement residency.

This internship will provide hands-on, practical experience in arts education, arts administration, and the performing arts. The Education & Community Engagement Intern will work under the supervision of the Director of Education & Community Engagement to help implement a two-week Summer Dance Intensive, reaching over 100 junior high and high school dance students, their teachers, and their families. The intern will also act as Project Manager for a variety of education initiatives ranging from master classes to community performances for the 2017-2018 Season. Through a structured learning experience, the intern will develop a broader understanding of the performing arts industry, arts education and the issues affecting the field, project management, and general nonprofit management. Skills gained in this internship will translate to a variety of endeavors both within and outside of the performing arts. Additionally, interns will participate in cohort activities designed to introduce a broad range of career opportunities within the non-profit arts field.

Department

Education & Community Engagement

Reports to

Director of Education & Community Engagement

Dates, Hours & Expectations

This position is an 8-week paid internship and must be completed in consecutive weeks beginning and ending between May 23, 2016 and August 19, 2016. The intern is expected to work 35 hours per week, Monday through Friday, from 9:00 AM – 5:00 PM. Some evenings or weekends are required, depending on SPA presentation schedule and special events. Working hours can be flexible, as needed. Intern should have a reliable form of transportation, as some local travel is expected.

Compensation

\$2,500 for 8-week internship (minus FICA and income tax withholdings)

Primary Responsibilities

The intern's responsibilities will include (but are not limited to) the following:

- Help administer a two-week Summer Dance Intensive
- Prepare and organize materials for education-related activities
- Draft email, online and print marketing materials for a variety of programs and events
- Assist with the planning and implementation of education and community engagement programs for the upcoming season.
- Update and edit education-related databases, documents, and materials
- Collect and analyze demographics and program data
- Attend education and community engagement events
- Conduct research related to arts education and performing arts programming

Qualifications and Requirements

The intern must be a currently enrolled undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior, or senior in the fall of 2017.

The ideal intern should have an interest in the arts, education, nonprofit administration, or arts administration and be pursuing a major or minor in a related field. Additionally, the ideal intern is self-motivated, enthusiastic, organized, and detail-oriented with knowledge and experience in Microsoft Office, Google Docs, Adobe Creative Suite, and a variety of social media platforms.

Interns must not be related to any current or former employees or board members of Society for the Performing Arts, Shell Oil Company, or Volunteer Houston.

How to Apply

Applicants should email a cover letter, resume, and letter of recommendation (from a teacher, coach, community leader, employer, or similar) to education@spahouston.org. Please write "Summer Shell Education & Community Engagement Internship Application" in the subject line. No phone calls, please.

If selected for an interview, prospective interns should be prepared to submit official verification of school enrollment.

Society for the Performing Arts is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, national origin, sexual orientation, age, non-job-related disability, or marital status.