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# Statement Arts (StART) Summer Events Coordinator Internship

## Education Objective:

Are you super organized? Are you interested in learning more about the behind-the-scenes work required for projects to run smoothly? If so, you should consider our Events Coordinator Internship!

The Events Coordinator internship is part of the StART Works program that offers internships to the StART Alumni who have completed either or both StART Young and StART Dreaming programs in the past. The StART Works program is designed to provide our alumni with training and experience to further their professional aspirations and career goals. Through this program, our alumni also inspire and serve as role models to new students joining StART Young Music & Theater and StART Dreaming College Readiness programs.

## What You Will Learn and Experience:

As an Events Coordinator intern, you will work closely with the StART team members and support the StART Dreaming Program. You will be helping our students prepare for college auditions, complete their college entrance essay, receive professional headshots, and perform together in two final productions. This internship will play a key role to support the program sessions including the final showcase activities, therefore, **you will not be able to perform in the final showcase as a performer.**

- Work directly with the Program Coordinator from the beginning to the end of the program
- Perform integral administrative program tasks, including (but not limited to) taking formal attendance, getting in touch with students if they are running late, and setting up lunch daily.
- Serve as a deputy of the Program Coordinator, which requires leading the other interns, and bringing concerns and issues reported by students directly to the Program Coordinator
- Help coordinate the final performance, including assisting ticket holders, and setting up the house.
- Serve as a role model and offer general support to new students.
- Perform additional programmatic and organizational tasks as required



## Who We Are Looking For:

You must LOVE working with young people and igniting passion, curiosity, and joy in others.

Strong candidates will be punctual, professional, organized, and able to work independently. Candidates must be available for the times outlined below.

## What Success Looks Like:

The Summer Events Coordinator Intern will establish and maintain a supportive and inspiring environment for students to feel comfortable being vulnerable, creative, and engaged. They will communicate regularly with staff for directions, questions, and issues that impact the program sessions and final performance.

## COVID-19 Protocol

Due to the continual changes and adaptations to COVID-19, we will abide by the CDC, and New York State and New York City Guidelines. Statement Arts currently requires all teaching artists, staff members, and interns to be fully vaccinated, to wash hands regularly, and conduct daily temperature checks. Our protocols may change based on changes issued by the CDC, and New York State and New York City Guidelines.

## Stipend and Schedule:

**Stipend:** \$500

**Dates:** July 5 - July 29, 2022 (Mon - Fri)

**Time:** 11:00am - 5:00pm

**Location:**

The Triad Theater  
158 W 72nd St, NYC 10023  
On 72nd b/w Amsterdam and Columbus

**Prep and Wrap-up meeting:**

Orientation: Date TBD (prior to the first session on July 5)  
Reflection meeting: Date TBD (after the last session on July 29)

## How to apply:

A resume and cover letter detailing your interest in the position and the skills you



can contribute to Statement Arts' success can be sent to [mildred@statementarts.org](mailto:mildred@statementarts.org). **Applications are due on May 31, 2022.**

Please indicate in the subject line: **Summer Events Coordinator Internship - StART Dreaming**

## About The Organization:

**Statement Arts** believes in the power of integrated arts education to cultivate the next generation of leaders who can inspire social and cultural change. Our holistic approach supports young people and offers the space and opportunities to find their voices and add their statements to the world.

**Our Vision:** A socially engaged world where young people express their own STATEMENTS.

### Our Values:

- **Artistic Exploration** - we encourage creativity and curiosity
- **Education** - we support lifelong learning
- **Compassion** - we cultivate family and community through empathy and respect
- **Authenticity** - we value commitment, responsibility and resilience
- **Social Justice** - we advocate for a socially just world that recognizes and celebrates the unique