SUMMER INTERNSHIP INITIATIVE 2019

Big Thought
Creative Arts Center of Dallas
Dallas Children's Theater
Dallas Museum of Art
Dallas Theater Center
Dallas Winds
Junior Players
Kitchen Dog Theater
Nasher Sculpture Center
Oil and Cotton
Shakespeare Dallas
Teatro Dallas
Theatre 3
Titats Presents
Undermain Theater

Please NOTE: Current BTW Seniors are INELIGIBLE
RESPONSIBILITIES INCLUDE:

- Work with Big Thought staff to support summer learning programs and the students/families served.
- Collaborate with community partners in support of summer learning programs and initiatives.
- Assist staff with planning and implementation of DCOL “Turn Up!” events.
- Serve as a “Turn Up! Crew Member” to recruit youth to join DCOL.
- Distribute marketing materials, engage youth at events and encourage DCOL registration.
- Provide logistical support to partners and program participants.
- Maintain required program and reporting documentation on a timely basis.
- Help prepare for and clean up after events.
- Other duties as assigned.

QUALIFICATIONS:

- Candidate must be 16 years old by June 3, 2019, a fulltime BTWHSPVA student due to return in the fall of 2019, and eligible to work in the United States during the summer of 2019. (No BTW Seniors are eligible.)
- A history of community service is preferred, especially working with children.
- Past attendance and/or participation at area summer camps is preferred.
- Candidates should be comfortable working with both children and adults.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Strong organizational and critical thinking skills.
- Strong verbal and written communication skills.
- Strong creative problem solving skills.
- Ability to maintain emotional control under stress.
- Bilingual a plus.

TO APPLY:
Send cover letter, resume and letter of recommendation via email by March 29, 2019
to julia.hosch@bigthought.org.
Address letter to: Big Thought, Attn: Erin Offord, Senior Director of Programs and Partner Relations
1409 South Lamar Street, Suite 1015
Dallas, TX 75215

This internship is funded through the generosity of the Arts Magnet Advisory Board.
2019 BTW Summer Internship at CAC

About Us
The Creative Arts Center of Dallas (CAC) is a 50 year-old visual arts school and community arts center with a unique mission: To nurture a community where people discover, develop and express their artistic vision. Located in a converted elementary school built on a two-acre campus four miles east of downtown Dallas, we provide more than 500 visual arts classes to over 1,500 students a year as well as outreach programming to underserved groups.

Requirements
Candidate must be a student who is currently attending Booker T. Washington HSPVA (does not need to be a visual arts student). This internship provides an opportunity to work on our outreach programs, such as Camp MetalHead, which combines jobs skills training and arts instruction in welding and small metals for at-risk teens, as well as ArtAbility and Art as a Second Language. Excellent communication and organizational skills as well as knowledge of Microsoft Office is required. Knowledge of Adobe Suite helpful. Current seniors are not eligible; must be 16 years of age by June 3, 2019 and be eligible to work in the US during the summer of 2019.

Responsibilities
- Serve as liaison between community groups, such as Café Momentum, Wesley-Rankin, and DISD from which Camp MetalHead students are recruited.
- Communicate information about CAC summer outreach programs to its students and members through email and social media.
- Assist with the development of marketing materials as needed.
- Assist lead instructors for Camp MetalHead.
- Assist in office registering regular students when available and conducting school tours.

Internship Details:
Salary: $10 per hour
Dates: June 10, 2019 – August 2, 2019
Hours: Mon-Wed-Fri*, 10am – 4:30pm
*Days are negotiable

To Apply:
Send cover letter, resume and references to:
Diana Pollak
Creative Arts Center of Dallas
2360 Laughlin Drive
Dallas, TX 75228
Or: dpollak@creativeartscenter.org
Deadline: March 29, 2019
No phone calls please

This internship made possible by the Booker T. Washington HSPVA Advisory Board
Dallas Children’s Theater is the largest professional family theater in the Southwest, with a season of eleven productions as well as a national touring company, theater academy and “arts-in-education” programs for local schools.

**Do you enjoy working with children?**
**Do you have experience in theater?**

- Intern will work in the DCT Education Department, assisting with various classes and supervising students of various ages in DCT’s highly successful Showbiz Summer Drama Camp.

- Applicants must be BTWHSPVA students going into grades 11 or 12 in Fall of 2019 (current seniors are ineligible).

- Applicants must be available Mondays through Fridays, 8:30 a.m. to 3:00 p.m. (5:00 p.m. on a few dates). Dates of the internship are July 8 through August 9, 2019.

- Intern must have reliable transportation to DCT at the Rosewood Center for Family Arts.

- Intern will receive a stipend of $10.00 per hour.

- A background in theater and an interest in working with children is preferred.

If interested, please email resume, cover letter and faculty recommendation letter to the attention of Gina Waits, Intern Coordinator, at gina.waits@dct.org or fax to 214-978-0118. Questions? Call Gina at 214-978-0110, ext. 138.
Want to work at an art museum?

Located within the nation’s largest art district, the Dallas Museum of Art is among the ten largest art museums in the country, attracting over 650,000 visitors each year. The DMA is seeking a Teen Programs intern to assist with our full calendar of summer programs. From tours to special events, work on projects that will have a direct impact on visitor experience, meet local artists and community leaders, and make your mark on the Museum!

**RESPONSIBILITIES**

- Co-teaching in art-making workshops, tours, and classes for children and teens after a period of program observations.
- Serving as a peer mentor and supervisor for volunteers in the Teen Ambassador Program.
- Working with staff to research, develop, and promote Museum events and programs for teens.
- Attend and contribute to internal meetings and brainstorming.
- Assisting with set-up and clean-up in programs and gallery spaces.

**SCHEDULE & COMPENSATION**

- Part-time; 20 hours per week, $9 per hour
- Must have weekday availability between 9:00-5:00pm, with occasional Friday Late night or weekend shifts.
- Internship will last 8 weeks between June and August, with final schedule to be determined with supervisor.

**QUALIFICATIONS**

- Seeking applications from current sophomore or junior year students. Current seniors are ineligible for this internship.
- Must have a background in studio art or art history.
- Strong interpersonal and time-management skills desired.
- Reliable transportation to and from the Museum required.
- Previous experience leading art activities or teaching a plus.

**TO APPLY**

Please e-mail your cover letter, resume, and a letter of recommendation to Jessica Thompson-Castillo, Manager of Teen Programs, at jthompson@dma.org by March 29. Please also feel free to e-mail Jessica with any questions.
Dallas Theater Center is the largest professional theater in North Texas, located in the new Dee and Charles Wyly Theatre in the heart of Dallas’ vibrant downtown Arts District. With a focus on producing musicals, classics, and new plays on the mainstage, DTC continues to grow in stature as one of the most exciting regional theaters in the country, performing to an audience of more than 120,000 patrons from across north Texas each year.

Since 1960, the nationally recognized Education Programs at Dallas Theater Center have existed to support the mission of DTC by creating experiences for young people and adults that stimulate new ways of thinking and living. We do this by consistently producing plays, education programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

SEEKING SummerStage BTW Fellow
This position is ideal for high school students interested in theater, education, leadership and working with early elementary ages.

Job Duties include (but not limited to):
● Assist with all 9-12 year old morning Musical Theater or afternoon Acting Camp classes.
● Act as assistant director on performance day for morning Musical Theater or afternoon Acting Camp classes.
● Attend orientation

Dates: June 3, 2019 - August 2, 2019
Hours: M-F between the hours of 9:30 - 5:30 pm, 20 hours per week
Compensation: $9/hr (paid bi-weekly)

Fellow receives one week off the week of July 4th and will need to come in for a day of training the week prior to the start of SummerStage.

To apply for any of the above positions:
Send a resume, unofficial transcripts, and cover letter (indicating position of interest) to: Morgana Wilborn, Director of Education, Dallas Theater Center at intern.apply@dallastheatercenter.org

Application Deadline: March 26, 2019
Interviews will begin April 12th and decisions will be communicated by April 19th.
*Please highlight your office/administrative experience, as well as your experience with young people.
As the nation’s #1 professional wind band, the Dallas Winds maintains an active schedule of performances, education programs, and recordings. We bring joy to people through band music in a small-staff, all-hands-on-deck environment. With a cat. It’s serious fun.

As our intern you will assist the staff in preparing for and executing:

- The Dallas Winds Band Camp—the largest urban band camp in the country!
- Our annual July 4 madness: 1 rehearsal and 3 concerts in 2 days!
- New marketing initiatives including social media outreach, videography, and website design

Our ideal intern should love band music, have backstage production experience, some familiarity with social media, and not be allergic to cats. Current Booker T. seniors are ineligible to apply.

Hours: 11:00 a.m. until 3:00 p.m. Monday through Friday, not to exceed 20 hours per week. May be adjusted, depending on the student’s scheduling considerations.

Date: June 3 through August 2, 2019
Pay: $9 per hour

Location: Fair Park Bandshell, 1465 First Avenue
Fair Park, Gate 6, at Robert B. Cullum and Martin Luther King Blvd.
DART Green Line Fair Park stop

Send letter outlining qualifications, plus one faculty recommendation to:
Gigi S. Norwood, Director of Concert Operations
Dallas Winds
P. O. Box 595026, Dallas, TX  75359
OR
gigi@dallaswinds.org
Summer Internship Opportunity

Position: Program Associate

Responsibilities: The Program Associate will assist the Program Manager in the coordination of all of Junior Players spring programs and productions. He/She will aid the Program Manager in the staffing of programs and ensuring that all programs run smoothly and successfully. The Program Associate will report directly to the Program Manager.

Duties: Assist in the coordination of all Junior Players programs, in finding substitute instructors when needed, and in screening all of the phone calls that come into the Junior Players’ office. In addition, the Program Associate will also be responsible for data entry, proper maintenance of personnel files, and assist in the producing aspect of all Junior Players productions.

Qualifications: Access to a car is preferred. Must have excellent communication, writing, organizational, and interpersonal skills. PC proficiency necessary. Must currently be a Booker T. HSPVA student currently in grades 9-11. Seniors are ineligible to apply.

Hours: Part-Time (20 hours per week)

Start Date: June 3, 2019

End Date: August 16, 2019

Salary: $9/hour

Application Deadline: March 29, 2019

Send Cover Letter and Resume to:

Christy Bennett
Administrative Assistant
Junior Players
12225 Greenville Avenue, Suite 1020
Dallas, TX 75243

Or

Email: admin@juniorplayers.org

When kids step into the spotlight, they have a brighter future!

Since 1995, Junior Players has provided the children and teens of North Texas with unique quality arts programming.

Junior Players’ position in the community is essential and distinct! We are the primary provider of the after-school and summer arts programs for low income youth across the North Texas area.

All of our programs are conducted by artists from the professional arts community.
Spend Your Summer as an Intern @ Kitchen Dog Theater!

*get professional production/admin experience with top level staff—assisting with day-to-day operations of the theater
*liberal, fast-paced environment—multi-tasking & proficiency in Microsoft Office helpful

Administraive & Production Internship

June 3 – August 18, 2018

DETAILS:
Flexible hours generally between 11am—6pm
20 hrs/week, $9/hour

TO APPLY:
Email a cover letter, resume, statement of interest, and a faculty recommendation and/or reference to admin@kitchendogtheater.org by March 29
Include “BTW Internship” in the subject line of the email. Current Seniors are ineligible.

NOW IN OUR 28TH SEASON, KITCHEN DOG THEATER IS AN AWARD-WINNING MAINSTAY IN THE DALLAS ARTS COMMUNITY WITH A NATIONAL REPUTATION FOR PRODUCTION EDGY, THOUGHT-PROVOKING WORK. WITH A RESIDENT COMPANY OF 40, KDT OFFERS LOCAL ARTSIS THE OPPORTUNITY TO TAKE ON CHALLENGING ROLES, MAKE BOLD CHOICES IN DIRECTION AND DESIGN, AND WRESTLE WITH THE BIG QUESTIONS OF JUSTICE, MORALITY AND HUMAN FREEDOM IN CLASSICAL AND NEW PLAYS.
Nasher Sculpture Center
Summer Internship

Booker T. Washington students in the Visual Art conservatory are invited to apply for a summer internship that will offer behind-the-scenes experience in museum work at the Nasher Sculpture Center. The Nasher Summer Intern will have the opportunity to:

- Assist with a variety of summer programs.
- Help with public events such as Free First Saturdays.
- Take on special projects based on personal interests.
- Research artists related to the Nasher Collection and exhibitions.

Who We Are:

The Nasher Sculpture Center is a museum that is focused on modern and contemporary sculpture. We are located right down the street from Booker T. Washington in the Dallas Arts District. www.nashersculpturecenter.org

Who Should Apply?

An ideal candidate will:

- Show interest in pursuing a college degree or career in art, art history or museum studies.
- Demonstrate strong organizational skills.
- Have a positive attitude and ability to work with diverse audiences including children and adults.
- Maintain a professional presence and appearance.
- Be computer literate and demonstrate proficiency with Microsoft Office and Internet Explorer.

Applicants must be 16 years old by June 3, 2019. SENIORS are NOT eligible for this program.

What is the Commitment?

The Nasher Summer Intern will be asked to work 15 – 20 hours per week during the months of June through August, 2019.

How Do I Apply?

Please submit a resume and letter of interest by March 29 to Anna Smith, Curator of Education: asmith@nashersculpturecenter.org.
ABOUT US
Oil and Cotton is a creative exchange that offers classes to all ages and sells handmade art supplies and gifts. We are dedicated to promoting resourceful artmaking, creating from scratch, using and reusing materials. Our mission is to teach people how to make do with what you got, participate in traditional handcrafts and encourage understanding and engagement with contemporary art. Students discover their own artistic styles by exploring nature, culture, history, techniques, and materials in all art forms. We offer a year-round weekly art program for children, age two to teens, summer art camps, and adult weekly and one-time workshops in several mediums.

ABOUT YOU
We are looking for self-motivated artists in any medium (art or art-loving dance, music, theater) to assist with summer art camps for ages 4-12. Duties include assisting the lead teacher, preparing materials, setting up and cleaning up, and all the jobs that come up along the way.

• Schedule is Monday through Friday, either 8:30am-12:30pm or 12:30-4:30pm. $10/hour for 160 hours. 8 weeks between June 3-August 16.
• To apply, please research Oil and Cotton, write a cover letter explaining what you would like to learn from us, along with a resume and one letter of reference from a teacher of your choice.

LOCATION
OAK CLIFF
817 W. DAVIS STREET
DALLAS, TEXAS 75208
CONTACT
SHANNON DRISCOLL/KAYLI HOUSE
INFO@OILANDCOTTON.COM
214.942.0474
Shakespeare Dallas Education Internship

**What you’ll do**
- Assist with all Shakespeare Dallas Summer Camps for students, grades 2-12
- Provide guidance and feedback to students
- Assist with administrative tasks in Shakespeare Dallas office
- Help coordinate summer camp performances
- Prepare and process summer camp student evaluations
- Take photographs of camps and performances
- Work with Shakespeare Dallas Education Director on other tasks as needed
- This internship pays $9/ hour, 20 hours/ week for 8 weeks

**Mission**
Using Shakespeare’s works as a cornerstone, Shakespeare Dallas serves the Southwest region with fun and accessible indoor and outdoor theatre, integrated school programs, and cultural enrichment for people of all ages and backgrounds.

**Vision**
Shakespeare Dallas aspires to be a nationally-recognized “people’s theater” that creates and develops audiences and artists, provides an essential and beloved experience, and is a company poised for future growth.

**What you’ll need**
The ideal candidate will have excellent organizational skills, very reliable transportation,* the ability to identify and resolve problems in a timely manner and analyze information skillfully. Strong verbal communication skills, diplomatic and leadership skills, and the ability to work under deadlines in a face-paced environment are essential for success in this position. Most importantly – you will need a passion for the arts, a love of children and fostering the next generation of theater artists and a willingness to learn.

*Intern will work at the Shakespeare Dallas office (1250 Majesty Dr, Dallas, TX 75247) and the summer camp locations (Bishop Dunne Catholic School and Genesis Children’s Theatre in Plano). A reliable form of transportation is a must!

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**Dates:** June 10 – August 16, 2019 (8 weeks only)

**Apply by:** March 29, 2019

**To apply:**
- Send resume,
- Two references and
- An internship application at: goo.gl/XfXCtP
to: josborne@shakespeardallas.org

**Eligibility**
Applicants must be 16 years old as of June 3, 2019, eligible to work in the US, and return as full-time BTWHSPVA students in the fall of 2019. Current seniors are ineligible.
2019 SUMMER INTERNSHIP

*a theater and arts management immersive experience*

Teatro Dallas seeks an enthusiastic, curious and motivated intern to assist in all aspects of the theater, from casting and production to creating marketing and working with youth ages 8-12 in our summer theater camp.

Teatro Dallas is a non-profit professional theatrical institution focused on international theater through the Latinx experience. We stage children and adult productions of both classical and contemporary international and US playwrights with a global orientation. We support emerging local theater artists by producing works in a variety of genres, expanding the definition of theater to include visual, musical, spoken word, performance art, and other cutting-edge artistic expression that deal with the personal, familial, social and political human condition.

June-August
20 hrs a week
10AM-2PM
(flexible hours)
$9 per hour

Please email a cover letter expressing your interest, a CV and/or a faculty recommendation letter to:
info@teatrodallas.org

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• bilingual is desirable, but not necessary
  (English and Spanish)
• Punctuality
• Computer skills
  (we work with MAC)
• Organizational skills
• Enjoys children

TEATRO DALLAS
1230 Riverbend Drive
Suite 111, Dallas, TX 75247
214-689-6492
www.teatrodallas.org
Contact: Erica Herrera
Authors • Artists • Audiences

Founded in 1961, Theatre Three has diligently pursued its mission: to illuminate the human experience through exemplary, intimate theatre by nurturing authors, artists, and audiences.

Theatre Three Seeks Administrative Intern

Work with industry professionals in Arts Administration, Development, Company Management, and Marketing. The Administrative Intern will assist in creating documents for public dissemination, learn to work in a database, and assist with the day-to-day tasking of running a professional Theatre Company.

Join Theatre Three Staff in Launching Our 58th Season.

The Theatre Three Administrative Internship runs from June 10, through August 2, 2019. This part-time internship will consist of 20 hour work weeks over an 8 week period. Administrative Intern compensation is $10/hour.

Qualifications

Ideal candidates should have:

♦ Extensive knowledge of the craft of Theatre
♦ Excellent written/verbal communication skills
♦ Familiarity with Microsoft Office Suite software (Word/Excel/etc.)

Apply Today!

Interested candidates please send the following to Charlie Beavers (charlie.beavers@theatre3dalls.com) by March 29, 2019

♦ Resume
♦ Cover Letter
♦ Faculty Recommendation

Looking forward to hearing from you!
TITAS Presents is seeking an intern to assist in preparing for TITAS Presents 2019-2020 season and managing and building relationships between TITAS and community. The goal of the internship is to increase knowledge, experience, abilities in basic arts administration and to help develop skills in marketing, customer relationship management, and patron cultivation.

**Dates:** June 10 - August 5 (flexible)

**Salary:** $1,600/$10/hour

**Hours:** 20 hours per week (schedule flexible)

**Qualifications:**
- High School sophomore or junior with minimum 3.0 GPA;
- Must be 16 years old as of June 10, 2019;
- Returning as a full-time student in fall 2016;
- Passion for and experience in dance;
- Enthusiastic, creative, self-motivated, articulate worker;
- Excellent writing and computer skills; and
- Experience with graphics a plus.

**Job Description:** Under the supervision of the Executive Director and TITAS staff, the summer intern will work on the following skill sets:
- creating collateral materials for 2019-2020 visiting artist companies;
- planning and preparing data capture at TITAS master classes that may include working with TITAS’ ticketing and e-marketing software software;
- creating marketing collateral for TITAS’ education engagement activities;
- developing and implementing systems for data management, communication, and marketing education programs;
- contributing to TITAS Presents website and social media;
- assisting in scheduling and prepping for TITAS Visiting Artist VIP events.

**To Apply:** Undergraduates please send cover letter, resume, and faculty recommendation, along with a brief writing sample to evanvleck@titas.org or mail to Elizabeth Van Vleck TITAS Presents 700 N Pearl St Ste 1800 Dallas TX 75201. Applications will be accepted through April 1. This internship is made possible by BTWHSPVA Advisory Board Program.

Founded in 1982, TITAS Presents fulfills its mission by offering North Texans opportunities to experience the world’s finest performing artists. TITAS’s history includes over 535 performances (more than 155 Dallas debuts) by the most intriguing artists from over 40 countries. Through audience engagement, TITAS cultivates arts appreciation iwhile providing essential inspiration and access for local artists through education and engagement activities including master classes, workshops, pre- and post-show discussions, student performances, lec/dems, internships, and outdoor dance classes. In 2011, TITAS extended its mission to include the commissioning of new works and cultural collaborations. In 2015, became a dance only presenter. With 18 TITAS-commissioned works still touring internationally, TITAS attracts important attention that continues to raise the visibility of Dallas as a city committed to the arts.
To apply, please email a resume, cover letter, and references to Patricia Hackler at phackler@undermain.org. Applications will be accepted until March 29, 2019.