



## **Art 120 STEP-UP Student Intern Job Descriptions**

These job descriptions are for the interns applying to the [Public Education Foundation's STEP-UP program](#) for the Summer 2017 term with [Art 120](#). Students can apply ONE TIME [here](#), with two 250 word minimum essays and a professional-looking photograph of yourself ready to upload with your application. *The application takes about 30-45 minutes to complete SO GIVE YOURSELF PLENTY OF TIME!* This ***application deadline is February 21<sup>st</sup> by 5:00pm, NO EXCEPTIONS.***

### **Summer 2017 Job Descriptions (2 positions available for each Job if [\\*Sponsored or Invested In](#))**

- **Project Manager**: The intern's duties will include volunteer recruitment and management, task timeline and delegation, and collecting, analyzing, and presenting program data outcomes.
- **Networking and Marketing Manager**: The intern will determine organizational partnerships that will benefit the programs and Art 120's opportunities. They will inform social media marketing and newsletter outline that will help appeal to donors, volunteers, and community members.
- **Curriculum Consultant**: The intern will help the Art 120 team with teaching, improving, and tracking Summer curriculum, as well as developing Fall 2017 programs based on their research.
- **Artisan Assistant**: The intern will perform tasks applicable to the artistic workshops that will be taking place in Summer 2017, from assisting professional artisans in creating and maintaining artwork, to facilitating [Maker Education](#) and professional development workshops.
- **STE(A)M Education Assistant**: The intern will perform tasks that will result in their understanding of basic computer science principles and [Raspberry Python](#) coding language, as well as a role in the research and development of [STE\(A\)M-based learning program initiatives](#) like the [Passageways Project](#) located in downtown alleyways, [art bikes](#), education, and more!

***\*Internship Duration: May 29th to August 5th, 2017\****

***\*Internships are paid\****

**Ms. Hannah's Essay Advice** (type your answer in Microsoft Word to check spelling and the # of words!)

**You will encounter two different questions requiring a 250-word minimum answer:**

1. **Why do you want to participate in STEP-UP?**  
**My advice for this section is to talk about your ambitions for yourself or your career and why you think participating in a paid internship would help you achieve those goals! Avoid talking about how much you like money or need a job. Talk about yourself and how you would contribute to the business you are placed with, meaning you should talk about the skills you already have and that you are willing learn new skills by working with local business owners.**
2. **What type of job are you hoping to be placed in and what experiences are you hoping to gain?**  
**This is the question where you get to talk about the experiences you envision for your future self, your interests, and what role your interests or skills would play in your career choice. For example, if you like children or art, talk about why you like these things and why you think you want to work in a field that focuses on them. If you like sports or music, talk about that and how you want to make a difference in these areas, or if specific people that already work in these fields influence or inspire you! Finally, make sure you talk about what experiences you are hoping to have while working with us, and how that will help you in your career!**

Good luck, everyone and email me at [edu@art120.org](mailto:edu@art120.org) if you have questions!