

Art Activities Intern

Job Description:

The Art Activities Intern is responsible for managing the After School Program's Art Activities. The Art room currently has a number of donated and purchased art supplies. In the After School Program, refugee, immigrant and U.S. born youth come for ESL (English as a Second language) classes and/or tutoring for homework and reading. Upon finishing classes, homework, or designated reading time students then have the option to attend a number of enrichment activities. These activities range depending on the day and number of volunteers. Activity time is approximately 45 minutes long. The Art Activities Intern will be responsible for creating and implementing Art curriculum intended to encourage self expression and creativity through a variety of mediums. Youth Programs Staff, Interns and volunteers will help to provide assistance and supervisory support.

Specific Duties:

Manage Art Room by promoting academic achievement and self-sufficiency through acquisition of basic art skills and appropriate behavior.
Develop age-appropriate curriculum that teaches basic art techniques, such as painting, drawing, sculpture, photography, etc. on a minimal budget.
Prepare and implement daily Art activities that engage youth ages 6-17, while regarding sensitivity to all cultures, age groups and abilities.
Integrate Youth Program volunteers into Art activities.
Help maintain orderliness and cleanliness of Art Room and Dark Room.
Bring any technical problems to the attention of the Youth Program Coordinator.
Provide frequent updates and occasional reports on academic and behavioral progress to the Youth Program Coordinator.
Assist in the implementation of the discipline protocol in the Art Room.
Other duties as assigned.

Job Qualifications:

Experience working with children in educational/enrichment setting
Works well with people of a variety of cultural, religious and economic backgrounds
Art Skills
Teaching experience a plus (but not required)
Works well as part of a team
Self-motivation, enthusiasm, and positive outlook
Bi-lingual skills a plus

Salary: Unpaid

Corporate Communications Intern

Job Description:

Seeking a communicative and growth-oriented individual to help our company and marketing team as a paid Corporate Communications Intern. This individual will help support external and internal communications efforts for an extensive portfolio of spirits brands as well as general corporate business. Areas of responsibility would include, but would not be limited to, preparation and dissemination of branded and corporate press releases and communications pieces; media relations support; local public relations efforts; participation in trade and consumer events and tastings; coordination of internal and trade communications pieces; maintenance of corporate communications files and materials.

Job Qualifications:

Qualified candidates should be a Junior or Senior with a minimum 3.0 GPA, ideally pursuing a communications or marketing-based major, and will have strong writing and verbal communications skills, the ability to handle multiple tasks on deadline, and the desire to work in a team environment. Additionally, strong PC skills, especially in Word, Excel, PowerPoint, and desktop publishing apps such as InDesign and Photoshop are desirable. Experience with internet applications also a plus.

Salary: \$12/hour

Photography Intern

Job Description:

- Taking high-quality photographs of players and fans
- Making photographs available for sale at merchandise stand
- Producing covers for media guides and game day programs
- Working with photo-editing software such as Adobe Photoshop
- Printing photographs as samples for the merchandise stand
- Organizing photos digitally for fans to view before purchasing
- Working with fans on photo orders and requests

General Duties:

- Maintaining a high level of energy
- Answering phones and covering office hours
- Cleaning office and assisting in stadium clean-up when needed (taking out trash, sweeping, etc.)
- Maintaining a friendly and positive demeanor
- Helping out in whatever means necessary to make sure the job gets done
- Distributing flyers and brochures to businesses in the local community
- Accompanying players to various events throughout the community
- Registering kids for baseball camp
- Understanding basic computer skills (e-mail, word processing, etc.)
- Understanding the ticketing process
- Employing strong customer service skills
- Working closely with sponsors and clients
- Assisting players with various needs
- Maintaining a high level of personal conduct

Salary: Paid

Design Intern

Job Description:

The Design Intern, under the direction of the Design Team Leader and assigned art director, fulfills approved design work and completes internal production requirements, either with traditional mechanical, or by use of computer layout/illustration/pre-press software.

Requirements include classwork focus on traditional mechanical/ paste-up, pre-press requirements, typography, type specification, photo cropping, etc., and digital layout/illustration/pre-press. He/she must be capable of using in Photoshop, Illustrator, Freehand, QuarkXpress, PageMaker, InDesign and other industry design and production software. Knowledge of web/interactive image requirements in preparing images for interactive applications is a bonus, but not required. Reports to the art room supervisor.

Accountability:

Completes assignments within prescribed deadlines.

Completes projects within the hours estimated and authorized for the work.

Works with the assigned account team to generate the highest quality of work

Follows the work guidelines outlined in the employee handbook.

Uses the prescribed company project management software to record all work hours, and as a source for storing all project documents.

Works on projects as assigned that may be out of the current job scope but is work that can be competently completed.

Duties:

Completes all computer layout work/camera ready art assigned by the traffic team to the desired quality level within the hours and timeline budgeted.

Produces all artwork according to the art director's specifications; works with art room supervisor and assigned art director to achieve desired results. Advises creative on best way to achieve approved concept via computer layout/illustration/pre-press technique.

Prepares proofs (black and white laser output or specified color output per project budget) for review by art room supervisor, creative director, assigned art director, account service personnel, and client.

In conjunction with Design Team Leader orders all digital output when needed, and works with vendors to coordinate correct digital output and transmission of pre-press artwork prepared on computer; orders camera-ready materials, type output or other outside purchases not supplied by creative to complete assigned projects.

Confirms all production deadlines with traffic manager and account manager.

Reviews all work for errors/omissions with art room supervisor prior to turning in work for creative/account executive/client approval.

Makes all requested changes/corrections promptly and correctly.

May be called upon to learn the use of and maintain production/pre-press related computer equipment, including but not limited to scanning equipment, cartridge drives, required layout/illustration/photo manipulation/typesetting/pre-press software and all related computer hardware.

Salary: TBD

Morning Show Host Intern

Job Description:

1. Work closely with hosts in learning the roles each play in executing a daily show.
2. Updating and maintaining the morning show website.
3. Search for stories that are quirky and interesting nationally, locally and personally.
4. Interview people "on the street."
5. Flexible work hours 6am-9am

This is an unpaid internship. However, you will have many benefits including at times free food, free CDs, free concert tickets, and more. You will gain first-hand knowledge of the business that is radio, network, get your foot into the door of a new and exciting career and most importantly... you will HAVE FUN!

Job Qualifications:

You need to be...

1. Outgoing and fun
2. Willing to share aspects of your life with the listening audience
3. Able to drive
4. Able to operate a video camera
5. Comfortable with Photoshop and basic website maintenance
6. A morning person!

Salary: unpaid

Music Studio Lab Assitant

Job Description:

The Studio Lab Assistant is responsible for the following:

1. Studio Room 1: Keep cables wrapped and microphone put away, make sure all recording and computer equipment is working properly, If there is a problem, report it to supervisor for repair.
2. Studio teaching lab, same as above
3. Studio teaching lab, Studio Room 1: schedule and assist students working on audio and audio/visual projects required by their instructors for music technology classes and senior projects
4. Function as assistant engineer on Studio projects as needed

The student is required to work 15 hours per week, to be scheduled with supervisor

Salary: Unpaid