



TYSON SUMMER COMMUNITY INTERNSHIP PROGRAM JOB DESCRIPTION
Tricycle Theatre for Youth (Trike)

Position Title	Summer Academy Intern
Organization	Tricycle Theatre for Youth (Trike Theatre)
Department	Academy
Address	902 SW 2nd Street, Suite D, Bentonville, AR 72712
Supervisor Name	Chris Tennison, Head of Academy
Supervisor Contact	479-326-4011

TERMS OF EMPLOYMENT

A. BACKGROUND CHECKS: This position requires the following background checks:

- a. Social Security Trace
- b. Sex Offender Check
- c. Nationwide Crime Check

B. ELIGIBILITY

- a. 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 2020.
- b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way.

C. WORK SCHEDULE & CONDITIONS

- a. This is a full time (35-40 hours per week) position. Can range between 7:50 AM - 5 PM with breaks during the day.
- b. This position is not eligible for sick, vacation, and holiday leave.

- c. Able to work independently, detail-oriented, professional and positive demeanor with patrons, volunteers, and staff; able to possibly lift 40 pounds; enjoys working with children ages 4 - 17.
- d. Must have valid DL and working automobile

D. SALARY & BENEFITS

a. SALARY. The individual shall receive a **\$3,200 salary** distributed during normal pay cycles on the 1st and 15th (first pay date dependent on start date) for the duration of employment between June 8 through July 31, 2020. Final payment is scheduled for August 1st, 2020.

b. PROFESSIONAL DEVELOPMENT. The United Way will provide the intern with an in-person orientation and three professional development opportunities. In addition, Trike Theatre will provide the intern with on the job training in **Acting Right**, a nationally recognized arts education curriculum that approaches behavior and theatre as literacies that need to be taught, not managed. The intern will also have the opportunity to attend and receive a 3-day Arts With Education (AWE) Institute training at the Walton Arts Center. This will provide professional opportunities for the individual to interact with educators integrating the arts in their K-6 classrooms as well as with area teaching artist professionals. The intern will be mentored by, and provided additional trainings if necessary by Trike's Artistic Director, Head of Academy, and Academy Manager.

E. EVALUATIONS

The intern will participate in a detailed self-evaluation at the beginning and end of their time with Trike. They will receive regular feedback during term of Internship. At the end of the summer, the Head of Academy will meet with the intern to conduct a rigorous review of their time here, as well as final outcomes and feedback.

RESPONSIBILITIES

A. POSITION PURPOSE

The purpose of the Summer Academy Intern is to cultivate future theatre educators and arts managers.

Outcome 1: Regular assessment of Summer Camp strengths and needs

Outcome 2: Increased activities to expand awareness of the organization

Outcome 3: Increased quality of Summer Camp program delivery

B. DUTIES

Candidate will:

- A. Develop a rubric to evaluate best practices used in Trike Theatre's Summer Camps; strengths and opportunities for growth.
- B. Create social media promotional materials for summer camps and develop a weekly summer camp newsletter.

- C. Document all camp classes and performance sharings for social media and publication purposes.
- D. Create Teaching Apprentice and Intern training manual.
- E. Create and implement original lesson plans, and learning outcomes.
- F. Manage Summer Camp check-in and check-out operations, including interactions with parents/guardians.
- G. Other duties as assigned.

C. COMMUNITY IMPACT

As one of our core Mission concepts, we believe that excellence in arts education strengthens our communities on the micro and macro levels. The Tyson Community Intern will strengthen the quality of Trike Theatre’s programming for the community by creating a Summer Camp Best Practice rubric and Apprentice training manual. The Intern will also impact the larger community through the original arts impact stories told through social media and summer camp newsletter.

QUALIFICATIONS

- A. Qualifications:
 - a. Self-motivated
 - b. Creative problem solver
 - c. Have a growth mindset
 - d. Team player
 - e. Organized
 - f. Strong communication skills
- B. Essential experience and education
 - a. Experience working at or attending a summer camp
 - b. Experience working at or curiosity about a non-profit
 - c. Experience public speaking or presenting in front of a group of people
 - d. Education in curriculum development and teaching is not required but a plus.

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

The Tyson Community Intern will gain experience in leadership, communication, marketing, program evaluation, and an understanding of nonprofit management. These skills will directly benefit the career of the intern by giving them hands on educational planning, and teaching experience. This skill set can transfer to a classroom immediately, and with further development, said nonprofit management experience will be valuable in a myriad of work environments.

B. SKILL DEVELOPMENT

As a result of this experience, the intern will develop the following skills:

- Lesson planning and implementation
- Teaching best practices
- People and Classroom management skills
- Conflict resolution
- Public speaking
- Organizational skills
- Time management
- Technical writing

C. PERSONAL GROWTH AND DEVELOPMENT

As a result of this experience, the intern will experience personal growth and development in areas such as:

- Critical Thinking
- Creativity
- Problem Solving
- Conflict Resolution
- Growth Mindset
- Collaboration
- Interpersonal Communication
- Confidence in the classroom setting, and in classroom management skills

SIGNATURE (this will be signed at the point of employment with the student)

Employee Name	Supervisor Name
Employee Signature	Supervisor Signature
Signature Date	Signature Date