

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 during employment.
- 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 for the duration of employment.

b. PROFESSIONAL DEVELOPMENT. *Include any additional professional development your organization may provide.*

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 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, in practice. 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 the final product that the intern produces.

RESPONSIBILITIES

A. POSITION PURPOSE

Illustrate project outcomes; including community impact. Describe what the student will complete during their time.

The purpose of the Summer Academy Intern is to assist Academy Manager and Teaching Artists in the day-to-day tasks of Summer Academy Camps by providing logistical and teaching support, as well as growing their own teaching and non-profit management skills.

Outcome 1: Develop an understanding and collaborate on a system of best practices for facilitating Trike Theatre's devising process.

Outcome 2: Create social media promotional materials for summer camps and develop a weekly summer camp newsletter.

Outcome 3: Produce a detailed document addressing the best practices for facilitating the devising process to be used as a teaching tool for future teaching artists and interns.

Outcome 4: Develop and teach a 30 min theatre-based lesson plan.

B. DUTIES

Develop a list of key/core responsibilities based on the need for the position. Describe how the student's time and talents will be spent.

Candidate will:

- A. Work with Trike teaching staff to create and implement original lesson plans, and learning outcomes.

- B. Work with Trike teaching staff to develop and strengthen classroom management skills.
- C. Serve as a point of contact for Teachers and Parents by monitoring and organizing student records. This includes health and physical accommodations, recording demographic information as needed, and tracking special event attendance.
- D. Lead morning orientation activities and games.
- E. Teach and counsel students on behavior literacy based on Trike's behavior literacy guidelines.
- F. Model behavior for and assist students in class.
- G. Facilitate conflict resolution between students.
- H. Providing basic first aid.
- I. Document classes and performance sharings for social media and publication purposes.
- J. Other duties as assigned.

C. COMMUNITY IMPACT

Describe how the student's project will impact the community.

As one of our core Mission concepts, we believe that excellence in arts education strengthens our communities on the micro and macro level. By spending 8-weeks in the process of evaluating, and implementing best practices into our devising process, we expect to see an improvement in the quality of Trike's overall product, and expand our ability to provide ways for new voices to interact with familiar stories.

QUALIFICATIONS

Identify the qualifications necessary to do the job well; what experience and education is essential for a successful candidate.

- a. Background experience working with non-profit organizations, youth organizations, etc. is highly desirable.
- b. Experience developing curriculum and teaching in various classrooms.

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

Describe how the experience will help the student apply the skills and knowledge they gained in the classroom to a professional environment. (i.e. working knowledge and understanding of nonprofit management, marketing, community engagement).

This experience will directly benefit the career of this candidate by giving them hands on educational planning, and teaching experience. In addition, this experience will provide them with a working understanding of education nonprofit management and procedures. 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

Identify skills your student will learn that will lead to success in the workplace (i.e. public speaking skills, time management, project management).

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

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

C. PERSONAL GROWTH AND DEVELOPMENT

a. Include how this employment opportunity could improve the personal growth of the student? (i.e. increased confidence, self-esteem, critical thinking).

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 their 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