

ARTS LAUNCH

2024-2025 Arts Launch Intern

JOB DESCRIPTION

The Claire Trevor School of the Arts (CTSA) **Arts Launch Internship Program** offers academic year-long, paid professional development internships that allow CTSA students to explore career and professional pathways in the creative sector.

We are looking to fill **4 INTERN** positions.

POSITION OVERVIEW

An Arts Launch Intern is a responsible, driven individual who is looking to expand their knowledge, experience and professional skills within the arts industry. Interns will be matched with an Orange County arts organization to support the needs and mission of the organization. Interns will receive training to prepare them for the work done on-site at the organization.

Hours:	5-19.5 hours/week
Compensation:	\$19.00/hour
Mandatory Remote Training:	September 16 – 20, 2024, 10am-12pm
Dates of Work:	September 2024 – June 2025*
	<i>*Dates will vary depending on matched organization</i>
Supervisor(s):	Outreach Programs Staff & Organization Supervisor
Meetings:	To be determined

In order to be considered for this position, you must:

- Be a registered CTSA student as of Fall 2024
- Must attend and participate in remote training from September 16 – 20, 2024, 10:00am-12:00pm
- Commit to and be available to work dates between September 2024 – June 2025 as agreed upon between you and organization supervisor
- Attend and participate in trainings, quarterly networking events, and End of the Year Presentation & Reception (dates and time TBD)

Preference will be given to candidates who demonstrate the following:

- Communicate effectively and maintain a high sense of responsibility
- Possess strong leadership experience and skills
- Passion for the creative sector, community engagement, and UCI

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- Collaborate with your Supervisor(s) and Organization Staff on tasks and responsibilities to help meet the needs of the Organization and those they serve.
- Attend and engage in all required Intern activities, including trainings, meetings and events.
- Effectively communicate with Organization staff, Intern cohort, and program staff on triumphs, challenges, and/or issues and concerns.
- Work independently and with little supervision, as well as collaboratively in a team setting, keeping track of all work hours to complete timesheets.
- Display attitudes and behaviors which support the policies and values of Arts Launch, CTSA, and UCI.
- Maintain professionalism and respect to all staff, colleagues, and participants of Arts Launch.
- Engage in a safe, positive work environment at all times.
- Other duties as assigned.

POSITION GUIDELINES & REQUIREMENTS

- Must attend and participate in remote training from September 16 – 20, 2024, 10:00am-12:00pm.
- Commit to and be available to work dates between September 2024 – June 2025 as agreed upon between you and organization supervisor.
- Adhere to all Arts Launch and University of California policies and procedures.
- Must attend all required meetings, trainings and activities.
- Maintain at least a 3.0 GPA throughout the school year.
- Must pass a background check.