

UCI Claire Trevor School of the Arts

CREATIVE CONNECTIONS

2021-2022 Intern Coordinator

JOB DESCRIPTION

The **Creative Connections** program provides a year-long teaching artist internship to UCI arts majors, preparing them to develop and implement arts-based curriculum and projects for K-12 students in collaboration with an Orange County area educator.

We are looking to fill **ONE (1) INTERN COORDINATOR** position.

POSITION SUMMARY

The Intern Coordinator is a responsible, organized individual who will support the planning and execution of CTSA's Creative Connections program. The Coordinator will assist with the hiring, training, and supervision of the program's Teaching Artist Interns. The Coordinator will collaborate with program staff to develop appropriate, engaging curriculum that reflects diversity, equity and inclusion. The Coordinator will be proactive, detail-oriented, and exemplify outstanding leadership qualities.

POSITION OVERVIEW

Compensation:	\$15.00/hour
Dates:	September 8, 2021 – June 10, 2022
Hours:	4-6 hours/week (additional hours in June 2021 may be included)
Supervisor:	Outreach Programs Manager
Meetings:	Weekly, to be determined with supervisor

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

- Be a current UCI student as of Fall 2021.
- Have and maintain a 3.0 GPA.
- Commit and be available from September 8, 2021 – June 10, 2022.
- Attend and participate in training every Friday, October 1 – December 3, 2021, 1:30-3:30pm; as well as the End of the Year Celebration on May 27, 2022, 1:30-3:30pm.

Preference will be given to candidates who demonstrate the following:

- Prior work and experience with Creative Connections.
- Proven leadership experience and skills.
- Interest in arts management.
- Communicate effectively and maintain a high sense of responsibility.
- Possess a passion for the arts, community engagement, and UCI.

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- Administrative Support (50%)
 - Assist program manager with coordination of program logistics, including but not limited to scheduling, training, and purchasing.
 - Work in conjunction with Graduate Instructional Mentor to develop training content that focuses on standards-based arts curriculum valuing equity, diversity, and inclusion.
- Supervision & Mentorship (40%)
 - Participate in selection and training of Teaching Artist Interns.
 - Supervise up to six (6) Intern Mentors, regularly meeting and fostering team unity.
 - Develop and encourage positive interaction between all program participants.
 - Assist in planning Mentor Retreat.
- Miscellaneous (10%)
 - Other duties and special projects as assigned by supervisor.
- Demonstrate strong communication skills, keeping supervisor informed and working together to problem-solve any issues.
- Ability to work independently, as well as within a team setting.
- Actively attend and participate in required staff activities, including training and meetings.
- Serve as a positive role model and mentor to all Teaching Artist Interns.
- Help build and maintain a safe and comfortable community for all participants and staff.
- Display attitudes and behaviors which support the policies and values of Creative Connections, CTSA and UCI.

POSITION GUIDELINES & REQUIREMENTS:

- Commit to and be available for the position from September 8, 2021 – June 10, 2022. Must prioritize this position above other commitments and discuss any potential conflicts with supervisor.
- Must attend and participate in required trainings every Friday, October 1 – December 3, 2021, 1:30-3:30pm; as well as the End of the Year Celebration on May 27, 2022, 1:30-3:30pm. These dates are mandatory and must be incorporated into your school schedule.
- Adhere to all Creative Connections and University of California policies and procedures.
- Must attend all staff meetings, team buildings, and additional trainings or activities.
- Maintain at least a 3.0 GPA throughout the school year.
- Must pass a background check.
- Serves as a positive role model.