

# MINNETONKA CENTER FOR THE ARTS

## Internship Opportunity

**Title:** Summer Arts Camp Intern

### **Our History:**

The Minnetonka Center for the Arts is a non-profit community based organization providing instruction in the visual arts. Founded in 1952, the Art Center has been offering community and educational access to Minnesotans throughout the western suburbs, Twin Cities, and beyond.

### **Our Mission:**

In the belief that the visual arts are indispensable to a healthy community, it is the mission of the Minnetonka Center for the Arts to provide teaching excellence, quality exhibitions and cultural enrichment for people of all ages, interests and abilities.

### **Minnetonka Center for the Arts provides:**

- **Educational visual arts programs** for all ages and abilities. Classes and workshops introduce students to the history, techniques, materials and processes of the visual arts through hands-on, interactive experiences.
- **Community programs** include school and organizational partnerships, children & teen classes, kids and family workshops, Art Center tours and private lessons.
- **Summer Arts Camp** provides visual arts opportunities in all media throughout the summer to children ages 5-15.
- **Special Events** in which members of the community can participate in visual arts activities, educational opportunities, view exhibitions and take part in artist talks and lectures.
- **Exhibition Spaces** which exhibit art work created at the Art Center, locally and nationally.

### **Here is a sampling of the art classes offered in Summer Arts Camp 2018:**

Fiber Arts \* Illustration \* Ceramics Wheel & Hand \* Stone Carving \* Drawing Skills \* Printmaking \* Fused Glass \* Mixed Media \* Watercolor and Acrylic Painting \* Clay Handbuilding \* Digital Photography

### **Internship description**

The Summer Arts Camp (SAC) Intern(s) will work with the Children & Youth Program Director and SAC Instructors and Assistants to prepare and present visual arts classes to school age visitors and the community through our on-site Summer Arts Camp and off-site community programs held June-August.

### **SAC Intern(s) will be expected to:**

- (1) Assist with the day-to-day preparation for classes
- (2) Assist with the instruction of classes both on- and off-site, primarily with students ages 5-15
- (3) Help oversee the safe use of the studios, materials, and equipment during classes
- (4) Help with a variety of arts materials, create art examples, and research projects
- (5) Assist with classroom projects, visiting teachers, community and special events
- (6) Help promote the Minnetonka Center for the Arts to young people, adults, schools and the community
- (7) Help with other projects as needed

### **Intern requirements**

Interns must be able to commit to an average of 12-20 scheduled hours per week, Monday through Friday between the hours of 8:30am – 4:30pm. Interns must have visual arts skills and some teaching experience. Dependability, initiative, attention to detail, and the ability to learn are paramount. Strong interpersonal skills and the ability to work well with others are also important. **Note:** Interns must have reliable transportation.

### **Preferred qualifications**

Prior experience working with young children, preferably in an art setting. We welcome interns with varied experience in the arts, from drawing to mixed media. Interns are particularly helpful for assisting with ceramics, sculpture and photography-based camps.

**SAC Internship duration:**

June 11 – August 24, 2018 (11 weeks)

**Summer Camp Schedule:**

Monday - Friday from 9:00am – 12:00pm (Morning session)

Monitored Lunch Break for all-day campers from 12:00-1:00 pm

Monday - Friday from 1:00pm – 4:00pm (Afternoon session)

Summer camp staff and interns generally work between 8:30-4:30 p.m., Monday - Friday

Occasional weekend and late afternoon hours may be available for community programs and special events.

**Compensation:**

Invitations to Minnetonka Center for the Arts exhibitions and special events, free parking, and the experience of being a part of a high-quality and professional Art Center.

**For more info:**

If you have questions please contact Nicole Buchholz, Children & Youth Program Director, at 952-473-7361, extension 160 or email [nbuchholz@minnetonkaARTS.org](mailto:nbuchholz@minnetonkaARTS.org).

Information about our organization and programming is listed on our website at [www.minnetonkaARTS.org](http://www.minnetonkaARTS.org).

**TO APPLY**

Please submit the following to Nicole Buchholz, Children & Youth Program Director, via mail or email [nbuchholz@minnetonkaarts.org](mailto:nbuchholz@minnetonkaarts.org):

1. **Letter of interest**; discussing your prior experience, reasons for applying, and skills that you may bring to this internship
2. **Resume**; including personal contact information, prior experience, and related skills
3. **Up to 3 jpeg images**; featuring your artwork/areas of art expertise (optional).

**Mail application to:**

Nicole Buchholz  
Children & Youth Program Director  
Minnetonka Center for the Arts  
2240 North Shore Drive  
Wayzata, MN 55391

Or email application to [nbuchholz@minnetonkaARTS.org](mailto:nbuchholz@minnetonkaARTS.org)