

Young Audiences Arts for Learning

# SUMMER ARTS & LEARNING ACADEMY

Intern: Summer Arts & Learning Academy On-Site Administrative Intern  
Reports to: Site Director, Summer Arts & Learning Academy

## **About the Summer Arts & Learning Academy**

Baltimore City Schools Summer Arts & Learning Academy, operated by Young Audiences Arts for Learning Maryland (YA), will be an action-packed, full-day, five-week program that introduces students to a wide variety of art forms—from illustration and spoken word to percussion, drama, and dance—and gives students a chance to work alongside students from across the city and be taught by professional artists. Daily literacy and math classes will be co-taught by a teacher and professional teaching artist allowing students to experience reading, writing, and math like never before—through the arts! Students will have the opportunity to imagine, create, and express who they are through the arts and try on art forms they never imagined. Students will travel to different arts destinations across the city, and their work will be celebrated through a student showcase on the final day of the program. YA will host eight Academy sites throughout the City.

## **Internship Summary**

YA is seeking enthusiastic applicants to work closely with the site directors as they support the operations of a Summer Arts & Learning Academy site. This intern will gain knowledge in school administration and daily procedures within a summer learning setting and support student achievement, daily attendance, climate and culture, and class scheduling. The intern will collaborate with all site-based staff, including teachers, teaching artists, teaching artist assistants, and all contract staff. This intern will gain experience working with different stakeholders, including district-level administration over the Office of Extended Learning, Office of Fine Arts, food and nutrition, transportation, student support and safety, and communications. Interns will also accompany students, teaching artists, and staff on field trips throughout the program.

## **Requirements**

- Passion for the arts and education is a must!
- Some experience and passion for working with students.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Interns will need to provide their own transportation to and from the school site.
- All interns will complete an on-boarding questionnaire with their supervisor to identify the specific goals the intern has and what specifically they would like to learn/experience during the internship.

## **Work Hours and Compensation**

- Orientation Cookout: There are two possible dates for this based on the specific site you are placed: April 23 or April 24 from 7:00 pm-8:00 pm.

- Training and Professional Development (PD) Week: Depending on your site placement you will need to attend PD on either June 24 9:00 am-5:00 pm or June 25 9:00 am-5:00 am AND on June 27 or June 28.
- Academy Program Dates: The program will begin on July 8 and end on August 9. Note: Extended dates for the Gardenville Elementary site are Monday-Wednesday, July 1-3; and then July 8 through August 13; the program starts one week before the other sites (3 days) and runs two days longer (August 12-13).
- College credit, if desired, can be arranged (and must be worked out in advance with applicant's college or university).
- Students successfully completing the internship are eligible to receive a stipend in the amount of \$500.

### **Essential Functions**

- Assist the site director and office coordinator with daily operations and implementation of the summer learning instructional program to ensure that all students have access to unique, relevant, challenging, and fun learning experiences.
- Assist with the collection and recording of student attendance and achievement data.
- Assist site director, office coordinator, and student support coordinator in communicating with parents and families, as needed.
- Support weekly meetings/training with staff and the overall operation of the program.
- Collaborate with teaching staff to ensure that all necessary supplies are purchased and available for use.
- Create and maintain a system for staff to check out limited quantity supplies (projectors, math manipulatives, etc.).
- Work closely with YA and Baltimore City Schools stakeholders to ensure smooth operation of the site, including district-level administration over the Office of Extended Learning, Office of Fine Arts, food and nutrition, transportation, student support and safety, and communications.
- Assist all site-based staff, including teachers, teaching artists, teaching artist assistants, and contract staff (Playworks).
- Support staff with student supervision at lunch and during Playworks periods.
- Support family engagement nights.
- Assist in the coordination and execution of on-site culminating events.
- Support (with supervision from co-director and student support specialist) a behavior management system.
- Coordinate field trip logistics in collaboration with co-director and YA staff.
- Coordinate with and provide support for various partnerships and external stakeholders.
- Submit verbal and written reports as required.
- Attend required training and meetings as directed by YA.
- Participate in all other training, as assigned.

### **To Apply:**

Please fill out this form <https://www.tfaforms.com/4725321> as soon as possible.  
Positions will be filled quickly.

**Young Audiences/Arts for Learning Maryland is an Equal Opportunity Employer committed to cultivating a diverse workforce and equitable workplace. We encourage applications from individuals of all backgrounds, regardless of race, ethnicity, gender, sexual orientation, gender identity and expression, age, national origin, veteran status, and disability. All qualified applications will be given equal opportunity.**