

## ***Performing Arts Program Internship***

UNIT/LOCATION: 311 S. Lincoln St., Bloomington, IN (four blocks from IU's campus at 3rd and Lincoln)

SUPERVISOR: Neil Smith

WORKING HOURS: 10-15 hours per week

PAY RATE: \$500 Stipend per semester and possible course credit

DATES: August 5, 2019 - May 22, 2020

### JOB DESCRIPTION:

Co-lead the Club's nationally recognized Performing Arts Program (live performances, classes, and scholarships) serving youth ages 6-18. Assist in the research of local and regional performing artists to hire for monthly performances for 100-200 children. Will report directly to Program Director & Unit Director. Assist in leading nightly staff cleaning and closing of Lincoln St. facility.

### ESSENTIAL JOB FUNCTIONS:

Develop and lead an enrichment class that meets one hour per week. Coordinate performing arts classes, communicating with parents, children, content specialists and club staff. Assist with the production of our community and Club-based performing arts showcases.

### QUALIFICATIONS:

1. Prior Youth Work or volunteer experience preferred
2. Experience participating in or managing in the performing arts
3. Individual must be able to work with large groups of youth
4. Must have graduated from High School

### WORK REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationships with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
6. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
7. Ability to work in a professional environment and positively represent organization under various levels of stress.
8. Ability to work on multiple projects and prioritize effectively.
9. Visual acuity for accurate reading, typing, filing and use of computer screen.



10. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
11. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
12. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
13. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
14. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume to  
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