



2017 MPS Arts Internship Position Descriptions

All Hands Boatworks

(1 available) Graphic Artist Internship with All Hands Boatworks, Inc.: All Hands Boatworks, Inc. (AHB) is seeking a creative, energetic, and reliable student to serve as our 2017 summer Graphic Artist Intern. While experience with editing software would be helpful, it is not required, as training will be provided. Your skills and talents will be put to use in helping AHB staff design and paint our summer boat projects, as well as new marketing materials, including flyers, posters, and/or short videos. Interested applicants will gain experience working with her/his hands, design software, and in leading other students in boat painting design work with our summer camps. The Graphic Artist Intern will work two days per week for five hours each work day, for nine weeks. Scheduled workdays start at 10:00am and end at 3:00pm. **Website:** www.allhandsboatworks.org

Deadline to apply: Wednesday, May 31, 2017 by 11:59pm

Send application to: Justin Kierzek
1313 W. Mount Vernon Ave.
Milwaukee, WI 53233

For questions, contact Justin at: (414) 949-9142 or justin@allhandsboatworks.org

Artists Working in Education

Position 1 (4 available) **A.W.E. Truck Studio Intern:** Truck Studio Interns will assist in the delivery of hands-on art activities with children ages 4-14 at Milwaukee parks and playgrounds. Interns work in team settings to provide meaningful visual art activities. Responsibilities include but are not limited to: working with children of all ages and backgrounds in a professional manner; attending staff training prior to program; assisting with the setup, delivery, and clean-up of planned activities; writing at least one visual art lesson plan; distributing weekly program flyers with their team; keeping a daily journal of park activities to submit weekly; weekly team meetings; and documenting program participation. This job involves significant travel all around the city. This is an hourly, part-time position approximately 20 hours per week from June 19-August 4, 2017. Hours are generally 11:45-3:15pm Monday-Friday with additional team meetings and trainings.

Position 2 (1 available) **A.W.E. Office Intern:** The Office Intern will be significantly involved with the program evaluation process and will assist with general office duties including copying and scanning, data entry, digital photo management and filing. This Intern will assist with coordinating staff meetings and events throughout program duration, compiling demographic data that is collected by the teams, and organizing art supplies and materials. Must have strong computer skills- working knowledge of Microsoft Word and Excel is essential. Work hours are generally in the afternoons Monday-Friday. This is an hourly, part-time position approximately 17.5 hours per week. Hours are generally 11:45am-3:15pm, during the seven week period from June 26-August 11, 2017.

Position 3 (2 available) **A.W.E. AIR Intern:** Assist in the delivery of up to 7 Artist in Residence public art projects in community settings that explore a variety of visual art mediums. The AIR Intern will work with different artist and youth teams for each project. An AIR Intern should be interested in community art and art making. Responsibilities include but are not limited to: work with youth of all ages and backgrounds in a



professional manner; attend staff training prior to program; assist with daily set up, delivery, and clean-up of planned activities; assist team with the distribute of weekly program flyers; participate in project celebrations; keep a journal of activities to submit weekly; document and compile program evaluation materials. This job involves significant travel all around the city. This is an hourly, part-time position from June 26-August 11, 2017. Hours are generally 12:45-4:15pm from Monday-Friday. **Website:** awe-inc.org

Deadline to apply: Friday, April 14, 2017 by 5:00pm

Send application to: Audrey Moore, Community Engagement Coordinator
Artists Working in Education
4315 W. Vliet St.
Milwaukee, WI 53208
Fax: 414-342-1251

For questions, contact Audrey at: (414) 933-3877 or audrey@awe-inc.org

In addition to the MPS requirements, A.W.E. requires applicants to fill out an application form and submit a copy of their transcripts with their application. Please email Audrey Moore for the full application package and checklist.

You can submit your application packet via email, fax, or mail. A.W.E. will review your application soon after you send it and will contact you to set up an interview if you are selected.

ArtWorks for Milwaukee

(3 available) ArtWorks for Milwaukee is offering an eight-week video internship for high school students, which will culminate in a 10-minute documentary about summer ArtWorks’ internship programs. Working with lead artists, H2O Milwaukee, interns will be employed 12 hours (over three days) a week to learn the fundamentals of interviewing, visual storytelling, videography, editing, and sound and music engineering. Prior videography experience is a plus, but not required. Interns will also develop 21st century skills such as creativity, innovation, critical thinking, collaboration, communication, problem solving, and leadership. They will also receive career coaching at ManpowerGroup with workshops focused on career exploration, resume writing, and interviewing. **Website:** www.artworksformilwaukee.org

Deadline to apply: Friday, May 12 by 11:59 p.m.

Send application to: Kristen Fledderjohn
ArtWorks for Milwaukee
207 E. Buffalo St., Suite 600
Milwaukee, WI 53202

For questions, contact Kristen at: (414) 708-9996 or kristen@artworksformilwaukee.org



Casa Romero

(1 available) Casa Romero is looking for a creative, outgoing, female mentor to serve as an Arts Camp Intern to assist with the Art Club Camp and MC in ME Camp from June 12-August 11, 2017. These day-camps serve primarily urban, middle school girls of diverse backgrounds. Applicants should enjoy working with a range of artistic expression, as the Art Club Camp works with visual arts as a vehicle to explore personal voice and the MC in Me Camp uses musical elements of Hip-Hop culture to empower participants to engage in creative self-expression. Responsibilities for both camps include, but are not limited to, working with youth in a professional manner, attending training sessions for the Camp leadership teams, project prep, set-up, delivery, and clean-up of planned Arts activities, and at all times, being a positive role model for the younger camp participants. This is an hourly, part-time internship of 190 total hours which will be distributed across the two camps. **Website:** www.casaromero.org

Deadline to apply: Monday, May 15, 2017

Send application to: Annie Rivera
Casa Romero Renewal Center
423 W Bruce St.
Milwaukee, WI 53204

For questions, contact Annie at: (414) 224-7564 or arivera@casaromero.org

Express Yourself Milwaukee

(5 available) Express Yourself Milwaukee immerses young people in the arts, where they find a powerful tool for self-expression, uncover inner strength, and deepen connection with others. Arts interns will work in a multidisciplinary arts team as mentors for summer camp participants, as well as in intern/peer arts groups working on their own artistic expression and leadership skills. Potential interns will be selected through individual assessment and interview and should possess an interest in any of the following areas: visual arts, music, dance/movement, drumming, theater, poetry and spoken word. Arts interns will be involved in the creation of performance/stage preparation and at least two community performance events throughout the summer camp session, which runs from June 27th to August 11th 2017 (Tuesday, Wednesday & Thursday 12:30-3:30pm). Once a week mentoring younger youth in the Express Yourself Milwaukee summer camp and twice a week working in an intern cohort. Arts interns will gain an increased sense of community engagement, fine-tune leadership/mentoring skills, commitment to timely and regular attendance, soft skills to improve future employability and involvement in collaborative artistic opportunities to nurture individual artistic abilities. Ages 16-19. Please bring example of art form (i.e. poem, visual art piece, portfolio). **Website:** <https://www.exyomke.org/>

Deadline to apply: Friday, May 19, 2017 by 9:00pm

Send application to: Holly Haebig
3331 W. Lisbon Ave.
Milwaukee, WI 53208

For questions, contact Holly at: (414) 272-3498 or holly@exyomke.org

First Stage

(2 available) First Stage is home to one of largest actor training programs in the nation. Interns will have the option to be a part of this exciting Summer Academy either in the classroom or in the office. Classroom interns serve as a role model, assist the teachers and guide their class throughout their day. Office interns work directly with the Academy staff executing administrative tasks, including but not limited to coordinating supplies and participating in customer service duties. Interns applying to First Stage should be team players, exhibit a strong work ethic and be committed to the Academy philosophy of *teaching life skills through stage skills*. An affinity to work with children is also desired, but not mandatory. Knowledge of theater or appreciation for the arts is encouraged. Internships are available for two weeks, Monday-Friday 8:30-4:30pm from June 12-August 18, 2017. **Website:** www.firststage.org

Deadline to apply: Saturday, April 15, 2017

Send application to: Mitch Bultman
First Stage
325 W Walnut Street
Milwaukee, WI 53212

For questions, contact Mitch at: (414) 267-2975 or mbultman@firststage.org

Lynden Sculpture Garden

(1 available) Lynden Sculpture Garden's summer camps integrate our collection of monumental outdoor sculpture with the natural ecology of 40 acres of park, ponds, and woodland, creating a unique hands-on experience of art in nature. The art education intern will assist with all daily camp activities, supervision of campers, set-up and clean-up, and the development of hands-on projects for the aftercare program. We are seeking an intern who is enthusiastic about art, has a genuine interest in working with children, and has the patience, verbal communication skills, and mature attitude needed to interact with children ages 20 months to 15 years and their parents. This internship will prepare the candidate for future study and work in the field of art education as a teacher or community/museum educator. The intern will work 8 hours a day, 5 days a week, from June 12-August 11. **Website:** www.lyndensculpturegarden.org

Deadline to apply: Monday, May 1, 2017 by 5:00pm

Send application to: Jeremy Stepien
2145 W. Brown Deer Rd.
Milwaukee, WI 53217

For questions, contact Jeremy at: (414) 446-8481 or jstepien@lyndensculpturegarden.org

Optimist Theater

(3 available) Shakespeare in the Park is an exciting outdoor theatre event that takes place every summer. As the newest Marcus Center Resident Group, performances will take place at the Peck Pavilion located in downtown Milwaukee. Arts Interns play an integral part in the audience experience for Shakespeare in the Park. Work is in a fast-paced and fun setting, interacting with theatre patrons and professional cast and crew

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alike. You will learn how to work in various aspects of theatre production, which may include: Assist Props manager in creation and management of materials; Connect directly with audience members to survey impressions of the production and overall experience; Back stage crew working on technical aspects of show production; Work with set designer to create and install new show set; Work directly on Community Outreach program – connecting audiences with the experience; Assist the Costume Designer with creation, fittings and wardrobe management of all cast costumes; Assist the Executive Director at production meetings; Help create and assemble program materials. Your actual work duties and schedule will be tailored for the skills and interest you bring. Interns need to enjoy working outdoors, have good people skills for working with cast, crew and audience members, great communication skills, able to work on a variety of tasks, and be flexible.

Website: www.optimisttheatre.org

Deadline to apply: Monday, May 1, 2017

Send application to: Susan Fry
Optimist Theatre
2010 N. 1st St.
Milwaukee, WI 53212

For questions, contact Susan at: (262) 498-5777 or ssfry@optimisttheatr.org

Sharon Lynne Wilson Center for the Arts

(5 available) Arts Camp interns develop leadership skills by working with campers in grades 1-6, instructors, and other high school and college volunteers to educate campers in dance/movement, visual art, theater and nature. Each internship is 8 hours per day, 5 days per week for 2 weeks. The camp dates are Monday-Friday, June 19-23 and July 10-14. The interns' hours are 8:30am-4:30pm. The internships include paid breaks and lunch (healthy meals are provided to interns at no charge by the Wilson Center). Each day of camp begins with a nature hike and culminates with a community building activity. Interns promote a positive camp spirit through team building exercises and camper mentoring, encourage campers with art projects and programming, modeling skills, providing tips, and helping them problem solve. Assist in organizing lunches and snacks. Support and lead large-group activities and games, help supervise campers at arrival and pick-up, and other administrative tasks as assigned by camp leadership or instructors. Ideal candidates will have some experience in the arts and interest in working with young children. **Website:** www.wilson-center.com

Deadline to apply: Friday, April 21, 2017 by 5:00 pm

Send application to: Mary Sugiyama
19805 W. Capitol Dr.
Brookfield, WI, 53045

For questions, contact Mary at: (262) 373-5037 or education@wilson-center.com

TRUE Skool

(5 available) TRUE Skool Summer Workforce and Development Internship: Interns will work Monday-Thursday 11:30am-5:30pm (1 hour lunch break) with additional hours as needed to complete their project and work events. Interns will be expected to work as a part of a Visual Arts Project Team to complete a collective



mural project that will be presented at our summer completion ceremony. Interns will be expected to develop a supply budget and collaborate with a community partner to complete a public or internal mural. As a part of the internship requirement, interns will also submit a completed business portfolio demonstrating their artistic and business skills. The purpose of the position is to utilize their existing skills by learning how to manage a team project and work with a community partner/resource to complete the project. We are looking to fill 5 positions. Arts Interns must be knowledgeable of the TRUE Skool program goals/outcomes, possess skills to lead a team project, have knowledge of equipment used for programming and have the ability to lead other youth. They will be responsible for program set up and breakdown. **Website:** <http://www.trueskool.org/>

Deadline to apply: Monday, May 15, 2017

Send application to: Shalina S. Ali
TRUE Skool
161 W. Wisconsin Ave, Suite 1000 (LL)
Milwaukee, WI 53203

For questions, contact Shalina at: (414) 445-9079 or shalina@trueskool.org

UW-Milwaukee Peck School of the Arts

(1 available) This intern will work part-time with UW-Milwaukee’s Peck School of the Arts (PSOA) team as an arts administrator intern during the summer. The internship will consist of working with youth in our Pre-College Art & Design and Film summer programs and assisting with the coordination of New Student Orientations for newly admitted PSOA college students entering in the fall. Responsibilities include support for programs to function successfully in an arts school environment, such as: organize and prepare materials, help with set-up and management of program spaces, assist students and faculty, and document programs to assess student growth. Candidates must have excellent communication skills, be dependable and have great time management skills, strong organizational skills, ability to change tasks as needed, and possess a positive and energetic spirit with a strong interest in film and art. This position includes working with various instructors and students within a university arts school, and interns will gain experience in both arts administration and peer mentoring of other arts students. The internship will run from mid-June until the end of July. Hours will be part-time between 9:00am-3:00pm, with the exception of full-time hours the weeks of June 26-30 for the Film Camp and July 21-28 for the Art Camp. **Website:** <http://uwm.edu/arts>

Deadline to apply: Monday, May 1, 2017

Send application to: Lori Sieckert
University of Wisconsin-Milwaukee: Peck School of the Arts
Theatre 120
2400 E. Kenwood Blvd
Milwaukee, WI 53211

For questions, contact Lori at: (414) 403-2213 or sieckert@uwm.edu

Please email application packet, if possible.



Wisconsin Conservatory of Music

Position 1 (1 available) **Education Intern** – The Education intern will assist in the delivery of all camp activities alongside the Conservatory’s highly trained faculty to provide meaningful music education activities at Conservatory locations and partner sites such as Betty Brinn Children’s Museum and Lynden Sculpture Garden. Responsibilities will include but not limited to: working with children of all ages and backgrounds, assisting with setup, registration, check-in, classroom management, and classroom preparation. The intern’s schedule will vary based on the Conservatory camp schedule, ranging from 8:30am to 4:30pm. Interests and skills for the ideal candidate include a passion for child education, music, attention to detail, a professional demeanor, and a strong sense of teamwork. The intern will grow their skills in classroom management, interpersonal communication, lesson planning, and working in collaborative partnerships.

Position 2 (1 available) **Development & Marketing Intern** – The Development & Marketing Intern will assist with all camp and summer program publicity through social media, flyers, photography, and in-house media boards, as well as assist with data management and special projects within the department. Examples of projects include grant research, donation entry, and patron events. This intern’s hours can be flexible, approximately. Interns must have strong computer skills, ability to manage and upload photography, and a working knowledge of Microsoft Excel. The intern will expand their knowledge in marketing to multiple demographics, data management, ability to work with confidential information, and will grow their understanding of the Greater Milwaukee community.

Position 3 (1 available) **Administration Intern** – This intern will assist in all aspects of performance and education productions during the summer semester and daily administration operations throughout the Conservatory’s four locations. This will include stage setup and management, setup for all camp performances, jazz jams, recitals, and community productions. The intern’s schedule will be based upon performance schedules; hours will generally be between 2:00 and 7:00pm. Previous skills and interests for the ideal candidate include music, attention to detail, a willing attitude, and sense of teamwork. The intern will grow their skillsets in event production, time management, sense of teamwork, and daily operations of an organization. **Website:** www.wcmusic.org

Deadline to apply: Wednesday, May 31, 2017

Send application to: Rachel Fritz
Wisconsin Conservatory of Music
1584 N. Prospect Avenue
Milwaukee, WI 53202

For questions, contact Rachel at: (414) 276-5760 or rfritz@wcmusic.org

Wild Space Dance Company

(2 available) Wild Space Dance Company is seeking energetic and qualified high school students for its Wild Arts: Summer Creative Arts Camp internships. Interns gain teaching experience; arts skill development; and professional references. Interns assist instructors in implementing lesson plans, act as positive role models and help participants develop skills in dance, theater, visual arts and creative writing. Ideal candidates will possess a background in the arts, an interest in education and mentoring students, maturity and enthusiasm. Offered in



conjunction with the summer CLC term, June 19 to July 20, Wild Arts is presented at Lincoln Center Middle School of the Arts, 820 E. Knapp Street, serving MPS schools. Interns will work up to four days per week from 8:45am to 12:00pm for five weeks. **Website:** www.wildspacedance.org

Deadline to apply: Friday, May 12, 2017

Send application to: Sheri Urban
820 E. Knapp St.
Milwaukee, WI 53202

For questions, contact Sheri at: (414) 271-0307 or info@wildspacedance.org

Woodland Pattern

(1 available) The Urban Youth Literary Arts Program (UYLAP) provides free poetry camps to Milwaukee Public School students each summer. The UYLAP Intern will work alongside Milwaukee Artists to teach writing workshops and provide feedback for students participating in camp. Responsibilities include but are not limited to: working with children of all ages and backgrounds in a professional manner; attending staff meetings prior to the start of camp; assisting with the set-up, delivery, and clean-up of planned activities and meals; posting photos and updates to UYLAP social media sites and blog each day; organizing handouts and journals each afternoon to prepare for the next day of programming. The intern will work a total of 80 hours: 8 hours a day, 5 days a week from June 19-June 30. Interns are expected to be at Woodland Pattern for the start of camp at 8:30am and stay until students have been picked up at 4:30pm. **Website:** www.woodlandpattern.org

Deadline to apply: Monday, May 8, 2017

Send application to: Jessi Carnes, Education Director, by email: jessiac@woodlandpattern.org