



Summer Internship 2020

Denali Arts Council

May 15-Aug 15

Submission Deadline

MAY 12th

Email director@denaliartscouncil.org Subject line Internship_Last Name

Potential candidates will be notified for an interview by the ED Ali Lee.

Do you want to learn what it takes to be part of a fast paced growing arts center?
Do you want to be a part of a team of dedicated people shaping our community through culture and art?

Who we Are

Mission: We value Diversity, Artistry and Community. We create and nurture community-based opportunities for artistic expression.

The focus: Arts opportunities by and for the community. We strive to have individuals involved at all levels: participating in the arts, behind the scenes, volunteering, supporting and attending events.

DAC is looking for: Passionate and eager leaders that are willing to work hard in effort to continue to build the community's main arts hub to its full potential.

You are: Dedicated to the arts, community and culture of a changing world. Always early, has great initiative and can follow direction. Has a desire to learn. Enthusiastic. Flexible. Open to share ideas and works well independently and cooperatively.

Available Internships | Responsibilities and Learning Objectives:

Social Media + Advertising

Purpose: Maintain current and fresh feed on facebook, instagram, website, radio and bulletin boards.

Key Duties: Announce events two weeks in advance and prioritize posts within timeline to attract and update patrons of upcoming offerings. Balance out posts with DAC purpose, events, news and inspiration. Post once a day under ED guidelines. Hang all posters at assigned destinations.

Skills: Strong computer, technology and communication skills are necessary for this position. Access to car to hang posters from time to time.

Learning Objective: The ideal candidate will learn to write compelling online content. Interns will gain experience in project and event management, public relations, and event logistics.

Office / Tech/ Theatre organizing and MGMT.

Purpose: Organize and maintain our working rooms for optimal and efficient use.

Key Duties: Organize rooms with bins, labels and shelves. Create working inventory for goods. Separate all non use items and create event to sell or donate goods. Help with band sound check and rental gear.

Green Room-Tech Room - Theatre room + closet

Skills: Strong attention to detail and enjoys and thrives in organized spaces. Previous experience with sound equipment is a plus.

Learning objective: How to maintain a functional theatre/event space. Working with ED and performers on their needs for pre and post production.

DAC docent

Purpose: Provide a welcoming, hospitable environment and rewarding learning experience to DAC visitors through guided tours, and answering basic questions.

Key Duties:

- Greeting art patrons upon their arrival at the front door. You are the FACE of DAC.
- Direct them to ED when wanting to book event, and or donate.
- Monitor building bathrooms (stocked? Clean? (So we can have cleaning lady come).
- Communicate daily with ED.
- Start gallery movie timely and efficiently.
- Be comfortable speaking to small and large groups of people of all ages.
- Dealing skillfully with a variety of visitors under a variety of circumstances.
- Continually keeping informed about changes in DAC exhibits and offerings.
- Assisting ED by providing information to DAC visitors and answering their questions about DAC history.
- Assisting, on occasion, with evening special event programs.

Skills: Strong communication skills required. Warm, patient and works well with time management. Personable, outgoing, reliable, responsible, and a desire to learn. Capable of learning new material rapidly and willing to invest time and expend the effort necessary to study material on the DAC. Able to work independently, Able to accept supervision, Able to speak comfortably before groups of people.

Learning Objectives: The importance of hospitality in community and public gathering spaces. High level communication and leadership as an acting representative of a non profit arts organization. High level understanding of historic relevance and current outlook of DAC and the role it plays in our community at large.

Internship Benefits:

Interns will receive direct mentoring and training from the Executive Director. All interns assist and report directly to the ED. Interns may be asked to be part of event planning meetings and encouraged to connect with professionals and organizations while networking. Ongoing mentoring will be supported and geared toward interns personal interest within organization. Upon successful completion DAC will be happy to aid in strong college or professional recommendation letters endorsing you, bolstering your chances as an applicant.

The Low down:

Unpaid position - Free admittance to events during volunteer term. Summer is May 15-Aug 15
3 days a week 10-15 hr a week.

Note** All interns must take responsibility to find a replacement if they cannot show up or complete a task that has been assigned. A list of current interns and phone numbers will be provided to all interns.

You will strengthen or learn to have **STRONG**

1. **Oral Communication Skills** - Good communication skills are essential to allow others and yourself to understand information more accurately and quickly.
2. **Creative Problem Solving Abilities** - More than "get it done" Interns learn that just "getting it done" isn't enough. Not at all. It goes beyond that. You learn to do it correctly. At DAC we learn that merely "getting the show booked" is just the beginning. Whatever your DAC job--tech, Social Media, research, docent, management--it has to be done right . You learn to take pride in doing things at your very best level. Of course an employer will value that trait.
3. **Motivation and Commitment** -Being involved in DAC productions and classes demands commitment and motivation. These are qualities that college theatre faculty members and, in some measure, you and your fellow students, probably already possess. By example, we teach each other that success comes to those who are committed to the task at hand.
4. **Willingness to Work Cooperatively & The Ability to Work Independently**- At DAC there's a range of tasks where we must work together to get the task at hand completed--setting up risers, hanging art, staging musicians. You're also often assigned tasks that you must complete without supervision. Putting together this flat, finding that prop. It's left up to you to figure out how best to achieve the goal. The ability to work independently is a trait employers look for in their workers.
5. **Initiative** - Personnel managers call people who approach work with initiative and enterprise "self-starters," people who do what needs to be done without waiting to be asked, without needing to be told. The complexities of arts production demand individuals who are willing to voluntarily undertake any task that needs to be done in order for the production to succeed. At DAC, we're all self-starters. We learn how to take initiative, to move a project from initial concept to finality--and to do it well.
6. **Promptness and Respect for Deadlines**-Tardiness is never acceptable in production because it shows a lack of self-discipline, and more importantly, a lack of consideration for others. Being late for a show set up or a work call or failing to finish an assigned task on time damages a production and adversely affects the work of many other people. DAC demands that you learn to arrive on time and meet scheduled deadlines. That's a job-skill. Employers appreciate workers who are on time and do their work as scheduled.
7. **Acceptance of Rules**- At DAC you work within the structure of a set of procedures and rules that deal with everything from shop safety to behavior at auditions, rehearsals and work calls. You learn that you must be a "good follower." Production teaches you the importance of rules, a concept that's valued in any organization.

8. **The Ability to Learn Quickly--AND Correctly** -DAC interns, whether they're learning the technical aspects of a production or the history of the organisation must have the ability to absorb a vast quantity of material quickly--and accurately. Your work in the arts will show that you have the ability to grasp complex matters in a short period of time, a highly valued trait to employers. Note that part of this ability is another significant trait: knowing how to listen. If you don't listen, you're likely to make some major error that could lose an opportunity for DAC or damage the production or patrons experience. Listening is a skill for any job and an employer will respect your ability to listen and comprehend.
9. **Respect for Colleagues**-At DAC you discover that a successful production requires contributions from everybody who's involved. Mutual respect is essential. Working on a production teaches us to respect and trust the abilities and talents of our colleagues. A prospective employer will appreciate the fact that you have learned the importance of respecting your co-workers.
10. **Respect for Authority**- Only one person can be in charge of any given portion of a production. The director. The ED. The tech director. The Artists. DAC teaches you to willingly accept and respect authority. That's a trait employers look for in their workers.
11. **Adaptability and Flexibility**-DAC interns must be adaptable and flexible. You need to be willing to try new ideas, accept new challenges, and have the ability to adapt to constantly changing situations and conditions.
12. **The Ability to Work Under Pressure**-DAC work often demands long hours. There's pressure--often, as you know well, a lot of pressure. It's important that everyone involved with a production be able to maintain a cooperative and enthusiastic attitude under pressure. The ability to remain poised under such tensions is an asset that will help you cope with stress in other parts of your life, including your job.
13. **A Goal-Oriented Approach to Work**-Many aspects of the arts involve setting and achieving specific goals. In employer's terms, you've learned to be task-oriented and capable of finding practical ways to achieve goals.
14. **Dedication**-As you work in the Hangar you learn to dedicate your very being--to doing your best to create a successful experience. There is dedication to that show...to your home theatre...to theatre as an art.
15. **Willingness to Accept Responsibility**-DAC interns sometimes have an opportunity that is seldom given to students in other disciplines--the chance to take on sole responsibility for a special project. Being a production stage manager...a designer...curator....
16. **Leadership Skills** -As a DAC intern, you have many opportunities to assume leadership roles. You may, for example, assist a director or designer and lead other volunteers, serve as a crew chief, or even design or direct a production yourself. In the nurturing environment of theatre, faculty help you learn from mistakes so you become a better leader. Leadership training like this can open the possibility for comparable opportunities in a company that hires you. Can you think of any other major that offers this opportunity?
17. **Self-Confidence**-Training teaches you confidence in yourself. Your accomplishments in the arts hangar show you that you can handle a variety of jobs, pressures, difficulties and

responsibilities. You develop a "Yes, I can!" attitude. Of course an employer will treasure that.

18. **Enjoyment** -- "This is Fun!"- Learning how to find enjoyment in what we do- Some days it's menial tasks to run the operation and other days it demands more creativity. Learning how to enjoy the work whatever it is on that day is a valuable attribute. We can adapt that to other jobs, find ways to enjoy other activities. That positive attitude will mean a great deal to any employer.
19. **A Healthy Self-Image**- To work in a role that is extremely active in the community, you must know who you are and how to project your individuality. But at the same time, it's important to recognize the need to make yourself secondary to the importance of the vision of the organization. When representing DAC you must put the best interest of the organization first before your personal preferences. This is a tricky balance that, although difficult to accomplish, is a valuable trait that employers treasure.
20. **A Path to Better Understanding Your Career Goals** - Working allows you to understand what you like but also what you don't like. It opens up avenues of interest or quickly reveals the areas in which you do not want to pursue any longer. Where do you want to place your energy, focus and discipline? Where do you want to have purpose?

Application Procedure

In an email please send the following:

- LOI-Letter of Intent-Who you are, Why you want to be an intern at Denali Arts Council, What you want to learn, and How you intend to contribute.
- Up to date Resume
- Days of the week you can Intern
- What Role you're interested in:
 - Social Media + Advertising
 - Office / Tech/ Theatre organizing and MGMT
 - DAC docent
- Age
- What you expect from DAC during your experience with us.
- Any additional materials that share a little bit more about yourself on a personal or professional level. (Awards, writing sample, design project, etc.)

~Best of Luck!~