

MINNETONKA CENTER FOR THE ARTS
Internship Opportunity: High School Students

Title: High School Art Education Intern

Eligibility: Seniors, at least 18 years of age at the time of internship

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, family and multigenerational 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.

Art Education Intern description:

The Minnetonka Center for the Arts is looking for high school interns who will work with Art Center instructors, teaching assistants and the Children & Youth Program Director to prepare and execute visual arts classes to children ages 5-15 through our educational and community programs.

Art Education Intern(s) will be expected to:

- (1) Assist in the preparation of materials and project examples for classes
- (2) Assist in the preparation, set-up and clean-up of classrooms
- (3) Assist in providing high-quality instructional support to students
- (4) Assist in overseeing the safe use of the studio, materials, and equipment during classes

Intern requirements:

This internship is for seniors, at least 18 years of age at the time of the internship at the art center. Internships hours can take place anytime during regular Art Center hours. Students with some visual arts experience are preferred, but it is not necessary. Interns are expected to show dependability, initiative, attention to detail, and the ability to learn. Interns must also have strong interpersonal skills and the ability to work well with others. Interns must have reliable transportation.

2019 Summer Arts Camp start and end dates:

June 10 through August 23, 2019

Camp Schedule:

Summer Arts Camp classes take place 9:00am – 4:00pm, Monday through Friday. Morning classes are 9:00-noon; LUNCH BREAK; Afternoon classes are 1:00-4:00 p.m. Classes are 3 hours long and run 1-10 days in length depending on the age group and medium.

For more info:

If you have questions or would like to schedule a visit please contact Nicole Buchholz, Children & Youth Program Director at 952-473-7361 extension 190 or email nbuchholz@minnetonkaarts.org.

Acknowledgement of Application

By signing below, I certify that all the information submitted by me on this application is true and complete, and I understand that if I have made or provided any false or misleading information, omissions, or misrepresentations, my application may be rejected, and if I am employed as an assistant or intern, my employment/internship will be terminated.

Should I be employed by the Art Center, I understand that my employment/internship will be at-will, unless an employment contract provides otherwise, and that either myself or the Art Center is free to terminate at any time without cause, unless otherwise provided by an employment contract or labor agreement. I voluntarily give the Art Center the right to make a thorough investigation of my education, employers, and educational institutions which supply such information.

I understand that the Art Center is an equal opportunity employer, and does not discriminate against any qualified applicant or employee, with respect to that person's race, color, creed, religion, national origin, age, sex, pregnancy, sexual orientation, and status with regard to public assistance, marital status, status as a veteran, disability, genetics, or any other characteristic protected under the federal, State, or local law.

By signing below, I confirm that I have read and agree to this Acknowledgement of Application. I understand that if the Art Center at any time determines that any of the information I have provided is inaccurate, incomplete, or misleading, the Art Center may terminate my employment/internship.

Signature

Date

Please send this form along with your letter of interest and up to 3 jpeg images of your artwork (optional) to the email or mailing address below. Please include any summer availability notes.

Summer Arts Camp runs June 10-August 23, 2019, 9 a.m.- 4:00 p.m.

Mail or email application to:

Nicole Buchholz, Children & Youth Program Director
Minnetonka Center for the Arts, 2240 North Shore Drive, Wayzata, MN 55391-9347
952-473-7361 ext. 190, nbuchholz@minnetonkaarts.org