

# Appel Farm Arts & Music Center/Appel Farm Arts Camp Nonprofit Arts Administration Internship Program

## **Camp Assistant** Job Description

Appel Farm Arts & Music Center values community, personal growth, safety, fun and diversity. As a part of this, our organization seeks to engage the next generation in the important work of the non-profit arts world by offering a year-round Nonprofit Arts Administration Internship program. Through this program, participants will gain hands-on experience in all aspects of non-profit management with a focus on arts education and community engagement. Participants will learn and practice their skills in the areas of non-profit and camp management including recruitment and retention, program development and assessment, infrastructure and operations, relationship building, volunteer management, financial management, marketing, development and leadership. Specifically related to the arts, Interns will gain experience in arts education curriculum, art studio and theater operations, working with teaching artists and professional artists, concert presentation, and general summer arts camp operations.

The Camp Assistant internship will focus on specific aspects of programming and operations for Appel Farm Arts Camp under the supervision of the Camp and Assistant Camp Directors throughout the year. The internship is a full-time position from March 6, 2017 until August 31, 2017. It requires flexible scheduling, including nights and weekend work; you will have scheduled days off, in addition to 3 vacation days (accrued 1 day per month working prior to camp), 2 paid holidays (Good Friday and Memorial Day) and 2 days of sick leave. (Vacation days cannot be taken during the camp program.)

Interns receive a \$600 monthly stipend, housing, and a \$100 food allowance per month. Housing includes a furnished private room with a shared living space and kitchen, plus basic cable television (in shared living area), and wireless Internet. Interns will be housed together in a comfortable home with access to a yard and recreational space. During the nine-week camp season, all Interns will have different camp specific housing and an adjusted work schedule, working six days per week with one pre-scheduled day off per week. Because all meals are provided during camp, there is no food stipend for the month of July. Interns will be expected to follow all organizational policies and procedures including housing guidelines.

## Qualifications and Requirements

- Candidates should possess a bachelor's degree in one of the following areas or a related field: arts education (including visual arts, music, dance or theatre), education, arts or camp administration, communications, marketing, or development.
- Ideal candidates are self-motivated, independent, open-minded and professional adults who share a love for the arts, youth development, making a difference in the community and creating transformative experiences.
- Candidates should have a background or interest in at least one area of the arts.

- Candidates should be able to show attention to detail, have strong written and verbal communication skills, and be able to work on multiple projects simultaneously.
- Candidates should be comfortable interfacing with the public, includes but not limited to camper parents, funders, and volunteers.
- Candidates should be proficient with computers and have general working knowledge of social media platforms, Microsoft Office Suite, and ideally database and design software like FileMaker Pro, Camp Minder, and the Adobe Suite (Photoshop and InDesign software.)

## Essential Job Functions

- Must be at least 20 years old, pass a criminal background check and National Sex Offenders check, and be legally able to work in the United States.
- Must be available to work a minimum of 40 hours per week, including weekends and evenings.
- Must be able to participate in summer camp activities, working outdoors, for an extended workday.
- Must be able to occasionally lift and/or move 25 lbs.
- Must be able to navigate the grounds by foot, perform computer related duties at a desk, and assist in the set-up and clean-up of events.
- Must possess a valid driver's license and clear driving record in order to perform off-site duties, operate organizational vehicles, and drive golf-carts on-site.
- Must be able to speak and write in clear and proficient English.

## Position Overview

The Camp Assistant Intern will work with our Camp Director, Assistant Camp Director, and Camp Program Coordinator to learn, plan and oversee all aspects of our residential camp program, and other various aspects of Appel Farm Arts Camp's operations. This position will encompass all aspects of non-profit and camp management including fundraising, communication to all stakeholders, administrative tasks, e-mail and voicemail management, event planning, finance, program development, grant writing, contract management, facility oversight, and more.

During the camp season, specific duties may include managing the staff morale system, administrative oversight of food service, laundry system, voice messages, special events, camper mail and packages, staff activities and more at the Camp Director's discretion. This internship position provides an opportunity to work directly with Camp Directors learning and assisting with all elements of the Camp experience.

**Interested candidates should e-mail a letter of interest and resume to Tracy Power, Camp Director, [tpower@appelfarm.org](mailto:tpower@appelfarm.org). Candidates will be interviewed and selected as resumes are submitted; interested candidates are encouraged to apply soon.**