



Columbus College of Art & Design

### **Youth and Community Learning Summer Program Intern**

#### **SUMMARY:**

Under the supervision of the Director of Youth & Community Learning, Columbus College of Art & Design (CCAD) seeks to hire a Youth & Community Learning Summer Program Intern to support CCAD's summer programs. This position begins in late May and ends in late July. The individual in this position will reside on campus in a private room located in Schottenstein Residence Hall and will earn \$16 per hour. Evening and weekend hours will be required during a three week period in July. With overtime included, we anticipate this individual is likely to earn over \$6,500.00 during their time in this role. Programs supported by this role include:

Creative Summer Workshops (1st -12th grade and Adults)  
College Preview (a three week residential, credit-bearing experience for high school students).

This role is best fit for a college going student at the Junior or Senior level that is actively and currently in-progress of *or* has just completed earning an Associates or Bachelors degree in Visual or Performing Arts, Arts Education, K-12 Education, or Higher Education Administration. It is a position requiring someone who can manage a fast-pace, can work independently with little supervision, is a critical thinker, and has the ability to multitask. This role is crucial to keep our procedures and processes running smoothly during summer programming. We are excited to have an intern who identifies as creative, self-motivated, and detail oriented and would bring those skills to coordinating, implementing, and assessing our exceptional youth and community art enrichment programming.

They must have the ability to communicate effectively with people of diverse backgrounds, socioeconomic, and educational levels by using a variety of interpersonal strategies to interact appropriately and effectively.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES includes but are not limited to the following:**

- Support both the Director of Youth & Community Learning and Youth & Community Learning Program Coordinator
- Assist with creation and maintenance of programming schedules, enrollment systems, and records
- May serve as a point-of-contact for guardians of students enrolled in these programs through in-person interactions or tools like email and phone
- Assist with supply purchasing and distribution for these programs
- Serve as the in-person, on-call point-of-contact for the three week College Preview program, and with support from YCL staff, liaison with Residence Life and Housing and Campus Security teams as needed.
- Assist with communication with instructors in-person and through tools like email, phone, and Discord.
- Populate the social media accounts for Youth & Community Learning, with an emphasis on documenting programs as they unfold
- Assist with the supervision of Creative Summer Workshops lunch-time care
- Assist with preparation and installation of end-of-term gallery exhibition for College Preview
- Assist with the supervision of off-campus College Preview field trips (transportation provided)
- Create and implement fun, engaging activities for College Preview attendees to enjoy during non-class hours
- Assist with the building and implementation of assessment and reporting systems for these programs
- Attend, schedule, and lead meetings where appropriate
- Other duties as assigned

**SUPERVISORY RESPONSIBILITIES:**

None.

**QUALIFICATIONS:**

Must be able to satisfactorily perform each essential duty listed above. Additional qualifications include:

- Excellent interpersonal communication and human relations skills (written and verbal)
- Time management skills
- Ability to set priorities that accurately reflect relative importance of duties
- Ability to work independently within a team in a fast-paced office environment
- Ability to be proactive, creative, and have a problem solving approach
- Collaborative, entrepreneurial, and proactive working style
- Excellent organizational and project management skills
- Detail oriented and deadline driven work ethic
- Ability to work on multiple projects simultaneously within time constraints
- Must be flexible and able to work unconventional hours, including evenings and weekends
- Computer literacy with Google Suite
- Adobe Suite experience preferred but not required

**EDUCATION and/or EXPERIENCE**

- College enrolled student at the Junior or Senior level that is actively and currently in-progress of earning or very recently completed an Associates or Bachelors degree in Visual or Performing Arts, Arts Education, K-12 Education, or Higher Education Administration.
- Experience in K-12 education administration, youth arts administration, or camp supervision preferred.
- Experience with event programming leadership, development and implementation, or related planning experience preferred.

**PHYSICAL DEMANDS:**

- The employee is regularly required to sit, talk, and hear.
- The employee frequently is required to finger, handle, or feel and reach with hands and arms.
- The employee is occasionally required to stand, walk, and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Valid driver's license required.

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually moderate but can be occasionally louder.
- The pace of the work environment is moderate to fast.
- Occasional exposure to outside weather conditions.

**COMPENSATION:**

- This position is full-time, non-exempt and is grant funded for a limited time period
- Room and board as well as a meal plan are included.
- On-campus parking is available and included.
- Free admission to the Columbus Museum of Art and more.

**About CCAD:**

[Columbus College of Art & Design](#) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. Learn more at

[ccad.edu](http://ccad.edu).

**About Columbus:**

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

**EEO Statement:**

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.