

TRURO CENTER



FOR THE ARTS

SUMMER INTERNSHIP APPLICATION FOR COLLEGE STUDENTS

P.O. Box 756, Truro, MA 02666 |

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Truro Center for the Arts at Castle Hill is a non-profit arts center on Cape Cod which offers an extensive summer arts program featuring week-long visual arts and writing workshops, arts lectures, poetry readings, gallery exhibitions and special events. Castle Hill's faculty includes local, regional, nationally and internationally known artists and writers. Workshops are offered in drawing, painting, ceramics, encaustic, photography, printmaking, sculpture, writing, poetry, installation and mixed media arts. The summer workshop program features readings and lectures by leading figures in the arts and humanities, and bi-weekly exhibitions in the Castle Hill gallery. Castle Hill strives to foster the arts by providing a wide range of instruction, exhibitions, events and lectures for arts students, artists, visitors, and the year round community on Cape Cod.

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Castle Hill offers two types of summer internships: **Studio** and **Arts Administration**. Interns receive hands-on experience in all aspects of the organization's operations including setting up and assisting with arts workshops, events, fundraisers, and gallery exhibitions. **Studio Interns** are responsible for assisting the Studio Managers and Visiting Faculty especially in preparing classrooms, events spaces and gallery exhibitions. Additionally, interns assist students and keep the studios and campus grounds organized. **Arts Administration Interns** support the office staff through helping with customer service, creating and organizing event invitations and mailings, filing paperwork, marketing and development assistance, and performing general office tasks.

Through hands-on learning, Interns gain valuable experience to enhance their own art practice or arts administration career in the context of a non-profit arts organization. They meet and work with a wide range of summer arts faculty and students from around the country. They will learn about a variety of art practices, fundraising outreach, preparing gallery exhibitions, event planning, and they will also have opportunities to gain experience in their artistic medium by participating in two (2) summer workshops at no cost. An internship at Castle Hill is a great opportunity to network with a diverse array of arts professionals from all over the country and gain valuable experience working within an active arts community.

Hours:

20 to 40 hours per week, ideally available from June 1st through August 30th .

Compensation:

All internships are unpaid, however Interns receive the opportunity to take up to two (2) workshops (week-long, half-day) in Castle Hill's summer program, receive a membership to Castle Hill, and have the opportunity to exhibit artwork in members gallery exhibitions. If you are interested in obtaining college credit for your time at Castle Hill please contact the career, co-op, or internship services at your university or college. If you need further assistance in the process please call us in the office, we are happy to facilitate as much as possible.

Spending the Summer on Cape Cod:

The Outer Cape is home to many renowned artists, galleries, and art organizations and it is a great place to make artistic connections and to experience firsthand a long-sustained creative community. Castle Hill is surrounded by the beautiful natural environment of the Cape Cod National Seashore. With thousands of summer visitors, it is a thriving place with plenty of parttime jobs available. Castle Hill cannot provide accommodations and renting in the summer requires diligent research and a very early start.

If you are looking for housing or employment opportunities please feel free to reference Castle Hill or give us a call in the office, we may have a few leads to pass on. It is not essential but it is desirable to have a vehicle depending on the location of your summer housing; there are local buses that travel on the main road, Route 6, that can drop you off close to Castle Hill.

Requirements:

- Ideal candidates will be highly motivated, require minimal supervision, are detail-oriented, and need to be comfortable within a working studio and/or office environment and with the general public.
- Interns must be available to work 20-40 hours per week from June 1st to August 30th . This may include some weekends and evenings.
- Prior experience working in the visual arts (ceramics, photography, printmaking, painting, drawing, sculpture, etc.) is highly recommended. Some prior knowledge working in an art studio or in an arts administration role is preferred.
- Castle Hill requires Studio Interns to be actively enrolled in a Studio Art Program. Knowledge of basic computer programs such MS Office and also Adobe Creative Suite is recommended for Arts Administrative interns.

SUMMER INTERNSHIP APPLICATION FOR COLLEGE STUDENTS Application Procedures:

To apply please send a completed application form, brief cover letter, résumé, and contact information for two references (please include their email and phone number) to: Castle Hill, Internship Program, PO Box 756, Truro, MA 02666, or email application packet to marisa@castlehill.org.

Name: _____

Email: _____

Website: _____

Mailing Address-

Street/Apt: _____

City / State / Zip: _____

Permanent Address, (if different from above)

Street/Apt: _____

City/State/Zip: _____

Phone: _____

Current College/University Declared Major: _____

Which internship program are you applying for?

- Studio Arts Administration

Area(s) of Interest:

- Painting / Drawing
 Mixed Media
 Printmaking
 Photography and/or Digital Media
 Ceramics
 Sculpture/ Installation
 Jewelry / Metals
 Culinary Arts
 Poetry / Writing
 Encaustic
 Kids Programs
 Arts Admin.
 Events / Fundraising
 Marketing / Graphic Design

How did you learn about the Castle Hill?

- Internet
 Job Posting
 Career Fair / School Career Center
 Family / Friend / Teacher (name _____)
 Former Intern (please include name _____)
 Other (Please Specify _____)

Have you attended Castle Hill before? Yes No
If yes, in what year(s) and areas of interest?

As part of the college internship program you may attend up to two workshops during the summer season. Please browse the Castle Hill website and choose three workshops of interest to you or that align with your Studio Practice. Workshop Choices:

(1) Course Title _____
Dates _____
Instructor _____

(2) Course Title _____
Dates _____
Instructor _____

Internship Statement of Understanding:

I understand Internships are on-the-job-training and can provide me with valuable experience. My commitment to the internship requires a strong work ethic. A strong work ethic requires that I be:

- Dependable – Arrive on time and at the times I am expected
- Responsible – Complete all tasks assigned; promptly and accurately
- Motivated – When assigned tasks are completed; actively seek additional assignments
- Communicative – Encourage open communication with your supervisor, employees, and the public

In addition, I understand that the failure to maintain the work ethic expected of the position may be grounds for Internship termination.

Signature _____ Date _____

Please return completed application to:
Truro Center for the Arts at Castle Hill ATTN: Internship Application
P.O. Box 756, Truro, MA 02666

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Thank You!