

TRURO CENTER



FOR THE ARTS

## CASTLE HILL HIGH SCHOOL SUMMER INTERNSHIP APPLICATION

P.O. Box 756, Truro, MA 02666 | e-mail: [info@castlehill.org](mailto:info@castlehill.org) | [www.castlehill.org](http://www.castlehill.org)  
phone (508) 349-7511 | fax (508) 349-7513

**Truro Center for the Arts at Castle Hill** is a non-profit arts center on outer Cape Cod which offers an extensive summer program featuring classes, workshops, lectures, readings, and events. Castle Hill's faculty includes local, regional, nationally and internationally known artists. Classes include drawing, painting, ceramics, photography, printmaking, sculpture, writing, installation and mixed media arts. The summer program also features reading and lectures by leading figures in the arts and humanities, and bi-weekly exhibitions at the Castle Hill gallery. Castle Hill strives to foster and encourage the arts by providing this wide range of instruction, exhibitions, lectures and forums for artists, visitors, and the year round community on Cape Cod.

\*\*\*\*\*

Castle Hill offers summer internships and work study programs between June 1<sup>st</sup> and August 30<sup>th</sup>. Interns receive hands-on experience in all aspects of the organization's operations, including assisting with workshops, events, fundraisers and exhibitions.

Our summer internship program for high school students offers motivated students the opportunity to learn firsthand about a non-profit arts center, and what a career in the arts can look like. Through experiencing the day-to-day operations and assisting with workshops, events and fundraisers, students gain invaluable experience and knowledge of fine art technique as well as a broad perspective of the art world and of non-profit administration.

### Compensation

All internships are un-paid, however, Interns receive the opportunity to take up to two workshops in Castle Hill's summer program. High school interns are expected to work **15 - 20 hours per week** for a minimum of **6 weeks**. You must commit to a schedule and keep a consistent number of hours during the internship.

### Requirements

- Ideal candidates will be highly motivated, detail-oriented, and need to be comfortable within a working studio and/or office environment.
- Prior work experience and interest in the arts is preferred, though not required.
- High School Interns must be at least **15 years of age** and must have the approval of their parents/parent/guardian.

### Application Procedures

To apply please send a completed application form to: Castle Hill, PO Box 756, Truro, MA 02666. Or email: [marisa@castlehill.org](mailto:marisa@castlehill.org)

**Castle Hill High School Internship Application**

Name \_\_\_\_\_ E-mail \_\_\_\_\_ Website \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

High School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Contact Information: phone: \_\_\_\_\_ email: \_\_\_\_\_

Your Permanent Address, if different from above:

Street Address: \_\_\_\_\_

City /State / Zip \_\_\_\_\_

Area(s) of Interest:

- Painting
- Drawing
- Printmaking
- Photography
- Digital Media
- Ceramics
- Sculpture
- Installation
- Jewelry/Metals
- Culinary Arts
- Poetry
- Writing
- Encaustic
- Other \_\_\_\_\_

Have you attended Castle Hill before?

- Yes
- No

If yes, in what years / studio area? \_\_\_\_\_

How did you learn about us?

- Internet
- School

- Family/Friend/Teacher (please include name \_\_\_\_\_)
- Former Intern (please include name \_\_\_\_\_)
- Other (Please Specify \_\_\_\_\_)

**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; at the times I am expected

**Responsible** – Complete all tasks assigned; promptly and accurately

**Self Starter** – When assigned tasks are completed; actively seek additional assignments

**Communication** – Encourage open communication with supervisor, interns, 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, P.O. Box 756, Truro, MA 02666  
phone (508) 349-7511 | marisa@castlehill.org | fax (508)349-7513 [www.castlehill.org](http://www.castlehill.org)