

Education Intern

Department: Education

Supervised By: Director of Education, Manager of Community Engagement

Supervises: N/A

FLSA Status: Non-Exempt

The mission of the **Wallis Annenberg Center for the Performing Arts** (aka “The Wallis”) is to create, present, and celebrate unique performing arts events and educational programs that reflect the rich cultural diversity of our community.

DESCRIPTION

The Education Intern will play a key role in the planning phase of our 2018-19 summer and school year programming, including our School Partners program, by coordinating the creation of our 2018-19 master schedule – a complex matrix listing available education opportunities at The Wallis, and schools and students enrolled.

The School Partners program will serve more than 5,500 Los Angeles-area prekindergarten through twelfth grade students during the 2018-19 school year, and summer is the essential time to enroll schools into our programming and to disseminate information to prepare them for participation. The Wallis offers a range of other arts education opportunities for children, teens, adults and seniors, and we utilize the summertime to schedule and organize plans for these activities for the upcoming season, which begins in fall.

REQUIREMENTS

- Excellent oral and written communication skills.
- Knowledge of computers (including Excel, Word and database programs).
- Strong interpersonal skills and willingness to work with diverse groups of people.
- Strong organizational skills, including the ability to create charts and calendars using computer software.
- The right candidate will be a creative, fast-thinker who has a passion for the arts and education.
- Please note: The Education Intern will interact directly with young people ages 18 and under. Therefore, the final candidate must successfully complete a standard background check prior to the first day of work.

KEY RESPONSIBILITIES

Daily Duties:

- Greeting teachers, students, and parents.
- Researching student groups and potential participants.
- Creating handouts and educational packets.
- Assisting teaching artists and administrators of The Wallis’s summer programs by directly working with children and teens enrolled in our programs.

Project Duties:

- Contact new teachers via phone or email to collect information about their schools’ scheduling requirements and curricular needs as they relate to the School Partners program.
- Create a calendar matrix listing the dates of our student matinee performances.
- Chart the date preferences of more than forty schools in the matrix.
- Support the development of a Master Calendar for the School Partners program and the Young Artists Project, including details such as deadlines to disseminate curricular materials to schools, and classroom availability at The Wallis.

- Document demographic information about Partner Schools using online resources.
- Create a digital map of all Partner Schools, showing their locations within Los Angeles County, with unique icons for different types of schools (public, charter, etc.).
- For teachers who need more information about the shows prior to selecting the right fit for their students, the intern will assemble and mail packets about the show (featuring scripts, video footage, study guides, synopses, or other materials).
- The intern will take notes about new teachers' goals to help the department match specific shows to each school. These notes will also help The Wallis gain a better understanding of teachers' priorities and incorporate this knowledge into our continued development of the School Partners program.
- The intern will communicate with our Artistic Staff and Marketing Department throughout the summer to gather new information about our shows that may be helpful to Education Staff and participants in our education programs.

PHYSICAL DEMANDS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.