

INTERNSHIP JOB DESCRIPTION

INTERNSHIP OPPORTUNITIES:

Fair Oaks Recreation & Park District's Arts & Entertainment Division seeks to encourage the next generation of recreation, arts, and entertainment professionals by providing hands-on experience. We are interested in working with college students and recent graduates to further their knowledge as we launch our newest division and expand our arts and entertainment programming – classes, concerts, and more.

Individuals engaged in various studies, including recreation, art history, studio art, art education, marketing, social media/photography, research, event planning, and business, are encouraged to apply.

Below is a list of possible opportunities:

- Program Planning and Implementation (specific to arts education – all disciplines)
- Arts & Entertainment programming (concerts, local, regional & state)
- Research and Evaluation
- Volunteer program development and management
- Marketing and Public Relations
- Community Development
- Performance Measurement

The intern(s) will work with the Arts & Entertainment Manager to plan, coordinate, and implement arts-driven programs and activities. The internships are three months in length, require 15-20 hours of commitment each week, and may include some evenings and weekends.

Possible Internship hours times:

Mon – Friday – 11am – 3pm
Saturday 11am-3pm

Sunday 12-4 pm
After-hours events

4150 Temescal Street, Fair Oaks, CA 95628
Phone (916) 966-1036 • Fax (916) 966-9863 • www.forpd.org

DESCRIPTION OF RESPONSIBILITIES:

During the internship, the intern will be exposed to and be responsible for a variety of duties, including but not limited to:

- Organize and implement programming for participants of all ages and abilities.
- Provide office support assistance
- Participate in weekly and quarterly staff meetings.
- General office, data entry, and computer support.
- Provide assistance to the Arts & Entertainment Manager
- Design and launch the division's marketing, sponsorship, and overall community outreach.
- Assist with the creation and delivery of art classes & art activities, art camps, art & entertainment trips, and special events.
- Research and prepare an internship project for the District staff. Examples include outreach to artists, event sponsorship packages, operations outlines, fundraising plans, etc.
- Gain knowledge and training in the current registration software and the art division operations.
- Perform on-site program / instructor / event evaluations and compile reports.
- Create, plan, teach, and/or instruct a variety of art education and art engagement classes.
- Attends planning meetings for Arts & Entertainment special events.
- Perform a variety of clerical and administrative duties as needed.
- Maintains a weekly schedule of duties performed, a daily journal, and weekly reports.
- Performs various duties as assigned by the A&E Manager.

JOB REQUIREMENTS:

- Ability to work independently while exercising responsible judgment and initiative.
- Maintain a high level of quality customer service.
- Excellent oral and written communication skills are necessary, including knowledge of basic office equipment and computer programs such as Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to lift fifty pounds (50 lbs.).
- Strong organizational and time management skills.
- General knowledge of arts and entertainment programs.
- General knowledge of program organization and implementation.
- Ability to instruct, lead and supervise individual/group activities.
- Ability to follow oral, written, and demonstrated instructions.
- Ability to establish and maintain effective communication and working relationships with other employees, participants, and the public.
- Initiative and willingness to learn with a strong desire for continued learning and an interest in arts, recreation, and activity planning is required.

INTERN'S RESPONSIBILITIES:

- Understand program and departmental policies.
- Perform all duties assigned professionally and efficiently.
- Wear appropriate attire.
- Develop an awareness of the programming needs and concerns of the participants.
- At the time of application, notify the supervisor of any extended known leaves of absence.
- Once enrolled in the internship, notify the supervisor of any absences in advance (at least two weeks).
- Consult supervisor for clarification and/or direction regarding issues and procedures.
- Prepare and participate in weekly meetings with the supervisor to assess internship progress.
- Submit a final evaluation of the internship to the supervisor.
- Access to reliable transportation.

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AGENCY RESPONSIBILITIES:

- Educate intern regarding District policies and procedures.
- Provide meaningful and varied experiences that will enhance the intern's professional development.
- Provide direction, counseling, and supervision to the intern.
- Plan and organize supervised work experience that is practical to the intern.
- Educate staff regarding the internship program.
- Assign the intern a position comparable to the responsibilities of the beginning, full-time recreation employee that is compatible with the intern's abilities and career goals.
- Evaluate the intern's performance and provide constructive analysis and review.
- Evaluate the performance of the intern on behalf of the college professor.

APPLICATION PROCESS:

To be considered for an internship with the Fair Oaks Recreation & Park District (FORPD), all candidates must submit the following items:

- Cover Letter – Please include days/times you are most interested in and why you are interested in interning with FORPD Arts & Entertainment
- Resume (two-page maximum)

INTERVIEWS: If selected, interviews will be scheduled through Human Resources. Candidates must be available to interview between 8:00 am – 5:00 pm, Monday – Friday.

TERM: The internship is approximately fourteen (14) weeks per internship.

PAY: Internships are currently unpaid.

APPLICATION MATERIALS MUST BE SUBMITTED TO:

Fair Oaks Recreation and Park District

Attn: Danielle Whitmore, Arts & Entertainment Manager

4150 Temescal Street Fair Oaks, CA, 95628

dwhitmore@forpd.org

APPLICATION DEADLINE: Open Until Filled

Other requirements: All applicants must be fingerprinted and pass a pre-employment background check. Reliable transportation to and from work. Applicants must have a valid California driver's license with proof of auto liability insurance.

Americans with Disabilities Act (ADA) Accommodation:

In accordance with the Americans with Disabilities Act, anyone needing ADA accommodation for employment testing should contact a designated staff member upon recruitment opening.

Equal Opportunity Employer:

The Fair Oaks Recreation & Park District is an Equal Employment Opportunity Employer.

About Us:

Fair Oaks Recreation & Park District:

Fair Oaks residents have a long history of dedication to parks and recreation. In 1945, the Fair Oaks Recreation and Park District (FORPD) was formed to provide recreation park facilities to the residents. We deliver a wide range of recreation and creative programming year-round, including art education and recreation classes for all ages, entertainment – theatre, concerts, and comedy shows, events including the iconic Chicken Festival, youth and adult sports leagues, and senior activities.

Our Mission:

Enriching Lives through Exceptional Parks and Recreational Opportunities that Strengthen our Community.

Our Vision:

To be the primary recreation provider of choice for the Fair Oaks Community.

Arts & Entertainment:

The Arts & Entertainment division is a **new** division of the Fair Oaks Recreation & Park District (FORPD).

We work to **Bridge Creativity & Community** while harmonizing with the region's history and values to compliment Fair Oak's distinctively eclectic vibe. We accomplish this effort by presenting art education classes for all ages and high-quality performing, visual and music programs in partnership with regional artistic groups.



Fortified by Measure J - The residents passed a general obligation bond for \$26.9 million (Measure J) in 2018. The Largest Measure J Project is the Village/Plaza Park Renovations.

When completed, there will be a new community center, black box theatre, a revitalized amphitheater, arts & crafts building, and clubhouse. The project totals \$21.75 million and began June 2022.

For more information, visit our website: www.forpd.org.