

# Say Yes Buffalo Internship Opportunity

Position: Education Intern

**ORGANIZATION:** Theatre of Youth

**ADDRESS:** The Historic Allendale Theatre - 203 Allen Street Buffalo, NY 14201

**DESCRIPTION/PROFILE:**

Theatre of Youth Company, Inc. (TOY) stimulates the imagination, nurtures the creative spirit and enhances the education of young people by engaging them in relevant, child-centered, and professionally-produced live theatre programs. TOY believes meaningful childhood experiences in the theatre develop confidence in creative thinking skills, cultivate empathy and establish a life-long connection to the arts.

**SUPERVISOR & TITLE:** Aleks Malejs, Education Coordinator

**INTERNSHIP TITLE:** Education Intern

**INTERNSHIP DUTIES & RESPONSIBILITIES INCLUDE (but are not limited to):**

- Summer workshop prep
- Filing and organizing
- Creating documents, signage, sign in sheets, call boards other relevant paperwork
- Pre-daily prep
- Greeting parents and checking in participants
- Assisting Teaching Artists in classroom management
  - Bathroom breaks, snacks, lunch
- Participating as a role model in classroom activities
- Greet parents at the end of the day and check out participants
- Daily wrap up and planning for next day

**MINIMUM REQUIREMENTS:**

- Say Yes Scholar in good academic standing (must be at least a rising Sophomore) or recent Say Yes graduate
- Strong interest in theatre
- Strong interest in working with children

## **INTERNSHIP TAKEAWAYS:**

- Understanding the structure, planning and execution of a weeklong workshop
- Interpersonal relationship experience
- Classroom management
- Multi-tasking
- Patience and composure
- Professionalism

## **DURATION OF INTERNSHIP: TOY's 8-week summer workshop programming PLUS 2 additional weeks.**

June 17 <sup>th</sup> -21 <sup>st</sup>	ADMINISTRATIVE	20 HOURS
June 24-28 <sup>th</sup>	TEACHING INTERN	20 HOURS
July 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup>	TEACHING INTERN	20 HOURS
July 8 <sup>th</sup> -12 <sup>th</sup>	TEACHING INTERN	20 HOURS
July 15 <sup>th</sup> -19 <sup>th</sup>	TEACHING INTERN	<b>40 HOURS</b>
July 22 <sup>nd</sup> -26 <sup>th</sup>	TEACHING INTERN	20 HOURS
July 29 <sup>th</sup> -August 2 <sup>nd</sup>	TEACHING INTERN	20 HOURS
August 5 <sup>th</sup> -9 <sup>th</sup>	<b>OFF</b>	
August 12 <sup>th</sup> -16 <sup>rd</sup>	TEACHING INTERN	20 HOURS
August 19 <sup>th</sup> -23 <sup>rd</sup>	ADMINISTRATIVE	20 HOURS
<b>TOTAL</b>		<b>200 HOURS</b>

**COMPENSATION:** The position pays \$11.10 per hour – please see above schedule. Any determination regarding academic credit will be made by the intern's academic department.

**ACCOMODATIONS:** The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns. \*Theatre of Youth is handicap accessible, however most classes take place on the stage which does require a few steps up and down.

**To apply:** Submit resume & cover letter to: [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org) **Please note: If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.**

**Deadline:** May 1, 2019