



CATHEDRAL ARTS PROJECT

Special Projects Intern

About CAP

The Cathedral Arts Project is the leading nonprofit provider of quality, comprehensive and ongoing instruction in the visual and performing arts for elementary and middle school students in Duval County. The driving force behind all CAP programs is the belief that the arts matter – they provide essential skills, like creative thinking, perseverance, teamwork and self-discipline, that benefit all people in all areas of their lives. Voted one of the best places to work in Jacksonville in 2016, we offer a culture of creativity and collaboration right in the heart of downtown Jacksonville.

Reporting Structure

This position will report to the Program Data Specialist.

Overview

January – May 2018 | 10-12 hours/week (flexible schedule)

The Visual and Performing Arts Showcases, which take place each spring, are the ultimate finale for all CAP students. This year's Performing Arts Showcase will take place Saturday, April 21, 2018, at UNF's Lazzara Performance Hall and the Visual Arts Showcase exhibition will take place May 10-June 8, 2018, with a reception on Thursday, May 10, 2018, at the Jacksonville University Alexander Brest Gallery.

Essential Responsibilities

Assist the Program Data Specialist and CAP Program team with event logistics for both the Performing and Visual Arts Showcases, which includes but is not limited to:

- Updating events calendar
- Ordering, tracking and coordinating distribution of supplies
- Coordinating student transportation
- Collecting content for programs
- Collecting and tallying student and family surveys
- Other duties as assigned

Qualifications

- High school diploma; Undergraduate degree or higher preferred.
- Understanding of basic office computer programs such as Microsoft Word, Excel and Outlook.
- Strong organizational ability.
- Excellent written and oral communication skills.
- Ability to work independently and with a team.

- Experience working with elementary school children preferred.
- Experience in education, art, music, theatre, dance or related field preferred.
- Dual-language Spanish speaker preferred.

Requirements

- Pass official Level 2 background check as outlined by Florida state law.

To Apply

Please submit a cover letter and résumé to the Program Data Specialist at ariani@capkids.org.