JOIN THE CAP TEAM

Special Events & Administrative Intern

Position: Part-time, Hourly
Location: Jacksonville, FL
Department: Program

Why You Will Love This Role

Are you ready to play a pivotal role in bringing the arts to life for young people across Northeast Florida? As a Special Events & Administrative Intern, you'll be at the heart of CAP's most exciting events of the year—our family days and end-of-year showcase. This hands-on position offers you the opportunity to contribute meaningfully to celebrations that highlight the creativity and talent of thousands of CAP students.

The Performing and Visual Arts Showcase takes place on Friday, April 30, and Saturday, May 1, 2027, at the Jacksonville Center for Performing Arts. You'll work alongside the Director of Programs and the entire CAP Program Team to ensure these milestone events run smoothly and create lasting memories for students, families and the community.

This 20-week internship, running from January 2027 through June 2027, requires 15-20 hours per week (largely Tuesdays & Thursdays, except event days) and offers a competitive compensation of $18-20 per hour.

Your Impact

- Coordinate Event Logistics: Manage the ordering, tracking and distribution of Showcase supplies, ensuring everything arrives on time and in the right place. Your organizational skills will keep the entire operation running smoothly. Embrace CAP's core value to **sing out loud** by communicating proactively with vendors, team members and stakeholders to coordinate all event logistics.
- Support Student & Material Transportation: Assist with transportation coordination for materials and students, helping ensure everyone and everything gets where they need to be safely and efficiently. Embody CAP's core value to **color outside the lines** by approaching logistical challenges with creative problem-solving and innovative thinking.
- Create Connections: Collect and curate content for printed event programs, gather student and family surveys to measure impact and create thank-you cards for Showcase donors, building relationships that support CAP's mission. By championing CAP's core value **to inspire every creative spirit**, you will help amplify student voices and celebrate their artistic achievements through meaningful communication with families and supporters.
- Be Present: Attend both Showcase events to assist with set-up and breakdown, experiencing firsthand the joy and pride that comes from seeing students shine on stage and in the

gallery. Foster an environment where joy and creativity flourish, truly embodying CAP's core value to **maintain your creative spark** as you witness the transformative power of arts education.

- Support Learning: Provide clerical support in the CAP office, assist with classroom activities as needed and deliver materials to schools and event spaces, gaining exposure to multiple aspects of nonprofit arts education and contributing to CAP's mission in varied and meaningful ways.

What You Will Bring

- Educational Foundation: An associate's degree provides the baseline for this role, though an undergraduate degree or higher is preferred. Candidates without a degree who are degree-seeking or have equivalent experience are encouraged to apply.
- Technical Skills: Proficiency in Microsoft Office programs enables you to manage spreadsheets, create documents and communicate effectively.
- Strong Organization: Your exceptional organizational skills—both written and verbal—allow you to juggle multiple priorities, meet deadlines and maintain clear communication with team members.
- Team Player Mindset: You thrive working both independently and as part of a collaborative team, adapting seamlessly between autonomous tasks and group projects.
- Commitment to Safety: You are willing and able to pass an official Level 2 background screening as outlined by Florida state law, demonstrating your commitment to child safety.
- Bonus Qualifications: Experience working with elementary school students or background in an art form, education or other applicable field will enhance your ability to connect with CAP's mission and community.

A Week in the Life

- Office Support: Begin your week tackling administrative tasks in the CAP office—organizing files, processing data entry and preparing materials for upcoming programs. Your attention to detail keeps the Program Team organized and efficient.
- Showcase Preparation: Dedicate time to Showcase-specific tasks—tracking supply deliveries, compiling content for the event program, coordinating with vendors and maintaining project timelines. As the events draw closer, you'll feel the excitement build.
- Field Work: Get out of the office to deliver materials to partner schools or event venues. These trips offer you a chance to see CAP's programs in action and connect with the community we serve.
- Classroom Support: On select occasions, support CAP teaching artists in classrooms, helping set up materials, engaging with students and witnessing the transformative power of arts education firsthand.
- Event Days: When Showcase events arrive, you'll be on-site helping with set-up, troubleshooting last-minute needs, supporting families and breaking down after the

performances and exhibitions. These are the days when all your hard work culminates in unforgettable moments.

Are You Ready?

If you're passionate about arts education, thrive in fast-paced environments and want to contribute to events that celebrate young people's creativity, we invite you to apply. This internship is more than checking boxes—it's about being part of something meaningful that impacts children's lives.

Submit a cover letter and resume in confidence to luisa@capkids.org by December 2, 2026.

About CAP

The Cathedral Arts Project is a nationally recognized nonprofit provider of arts education and therapeutic programs for children and young adults of all abilities in Northeast Florida. CAP provides standards-based instruction in dance, music, theatre and visual arts for students across educational settings, as well as arts integration, art counseling, music therapy and sensory arts. 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, CAP offers a culture of creativity and teamwork right in the heart of downtown Jacksonville.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.