



# 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, we offer a culture of creativity and collaboration right in the heart of downtown Jacksonville.

### Reporting Structure

Position reports to the Program Coordinator.

### Overview

February – May 2019 | 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 Visual Arts Showcase opening reception will take place Thursday, May 9, at Jacksonville University's Alexander Brest Gallery, and the Performing Arts Showcase will take place Saturday, May 18, 2019, at UNF's Lazzara Performance Hall.

### Essential Responsibilities

- Assist the program coordinator and the rest of the CAP program team with event logistics for both the performing arts showcase and visual arts showcase including but not limited to:
  - Update events calendar
  - Order, track and coordinate distribution of supplies
  - Coordinate student transportation
  - Collect content for programs
  - Attend and assist setup, during, and breakdown of showcase events
  - Collect and tally student and family surveys
  - Other duties as assigned

## Qualifications & Capabilities

- Proficiency in Microsoft Office programs
- Strong organizational ability
- Strong communications skills (written and verbal)
- Ability to work independently and with a team
- Candidate will be required to pass a Level 2 background check

## Experience & Education

- High school diploma required
- Undergraduate degree or higher preferred
- Experience working with elementary school children
- Experience in an art form, education or other applicable field
- Bilingual in English and Spanish preferred

## To Apply

Please submit a cover letter and résumé in confidence to [ariani@capkids.org](mailto:ariani@capkids.org). The Cathedral Arts Project is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, age, religion, ancestry, national origin, handicap, marital status, citizenship status, creed, sexual orientation, gender identity or expression, disability, veteran status, or any other protected status under federal, state, or city law. For more information about the Cathedral Arts Project, visit [capkids.org](http://capkids.org).