



Special Projects Intern

Location: Jacksonville, FL

Department: Program

Deadline for applications: February 7

Why You Will Love This Role

The Special Projects Intern will play a vital role in supporting CAP's annual Visual and Performing Arts Showcases, the culminating events celebrating the creativity and achievements of CAP students. These high-profile events bring together students, families and the community to experience the transformative power of arts education.

The arts have the power to inspire, unite and create change. At CAP, we embrace collaboration and strive to grow and diversify our partnerships to provide equitable access to arts education that impacts children for the rest of their lives.

Your Impact

February – May 2025 | 12 hours/week (in office)

The Visual and Performing Arts Showcases, which take place each spring, are the ultimate finale performance for all CAP students. This year's Performing Arts Showcase will take place Saturday, May 3, at the Jacksonville Center for Performing Arts and the Visual Arts Showcase exhibition reception will take place Saturday, May 17, at the Jacksonville University Alexander Brest Gallery.

This internship provides hands-on experience in event planning, logistics and arts administration. The intern will work closely with the Program Coordinator, Director of Programs and the CAP Program Team to ensure the success of our end-of-year Showcases.

Essential Responsibilities

- Compile orders, track and coordinate the distribution of Showcase supplies.
- Assist with logistics of transportation for both materials and students.

- Collect content for the printed event program.
 - Attend and assist with set-up and breakdown of both Showcase events.
 - Collect and tally student and family surveys.
 - Create thank you cards for Showcase donors.
 - Other duties as assigned.
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Minimum Requirements

- Associate degree
 - Proficiency in Microsoft Office programs
 - Strong organizational skills, both written and verbal
 - Ability to work independently and with a team
 - Must pass official Level 2 background screening as outlined by Florida state law.
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Preferred Qualifications

- Undergraduate degree or higher
 - Experience working with elementary school students
 - Experience in an art form, education or other applicable field
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To Apply

Submit a cover letter and resumé in confidence to kiersten@capkids.org.

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.