



EXXONMOBIL COMMUNITY SUMMER JOBS PROGRAM SUMMER ART CAMP PAID INTERNSHIP

JOB SUMMARY

The ExxonMobil CSJP intern will participate fully in all the day-to-day activities of the Irving Arts Center's summer art & theater camp program.



RESPONSIBILITIES

- Organize class supplies
- Prepare and serve snacks and manage daily lunch period
- Organize, design and install the annual *KidsArts/Kids' Works* exhibit
- Perform various clerical duties
- Assist teachers & children in the classroom
- Organize and lead supplemental recreational and arts & crafts activities
- Attendance at three development seminars and a volunteer project are mandatory for the ExxonMobil CSJP intern

QUALIFICATIONS

- Current full-time undergraduate student who has completed his/her freshman year and will be returning to college in Fall 2010
- Preference given to students majoring in arts disciplines (music, dance, theatre, studio art or art history) arts management or education
- Some experience working with children and/or in the visual/performing arts or education is also preferred.
- Students with immediate family employed by ExxonMobil are ineligible

DATES AND HOURS

- 35 hours/week for 8 weeks: June 7 – July 30, 2010.
- Monday - Friday from 8 a.m. – 3 p.m. (Flexible: some evening and weekend work may be necessary).
- Mandatory orientation on June 5, 2010, 1-5 p.m. at Arts Center.

SALARY: \$2,750 for the eight-week period.

DEADLINE TO APPLY – APRIL 2, 2010

**** YOU MUST STATE THAT YOU ARE APPLYING FOR THE "EXXONMOBIL COMMUNITY SUMMER JOBS PROGRAM ART CAMP INTERNSHIP" ****

To apply, send cover letter and resume with two references to: Marcie Inman, Irving Arts Center, 3333 N. MacArthur Blvd., Irving, TX 75062. (972) 252-7558 x1225, FAX (972) 570-4962, minman@cityofirving.org.

IRVING ARTS CENTER



The Irving Arts Center, a department of the City of Irving, is a 10-acre visual and performing arts complex nestled in the heart of Dallas-Fort Worth. With two theaters, four galleries, the Art Lab and an outdoor sculpture garden – it is worth the trip!

The Arts Center is an affiliate of the Smithsonian Institution. In 2009 more than 130,000 people visited the Arts Center from 228 cities in 28 states.

The Arts Center is also home to a dozen founding organizations that present symphony, theater, musical theater, choral, cultural and pop performances.

Year-round youth and family programming at the Arts Center focuses on children of all ages and features story times, live performances, Saturday School, Family Fundays, the annual Holiday Open House and the KidsArts summer camp program that offers nine-weeks of day camps with classes in the visual and performing arts taught by professional instructors.



Internship made possible through the generosity of ExxonMobil Community Summer Jobs Program