

# PARKER ARTS COUNCIL



THEATRE • DANCE • MUSIC • CULTURE

## INTERN CONTRACT COMMITMENT IS FOR A 12 MONTH PERIOD

As an Intern of the Parker Arts Council, I commit to complete the following requirements:

- 1.) Attend at least 10 of 12 monthly meetings with Intern Advisor and Intern group. 10 HR
- 2.) Attend Intern Meet and Greet. 2 HR
- 3.) Lead in the planning and execution of a Project for a PAC event. (TBD) 20 HR
- 4.) Attend at least 10 of 12 monthly PAC Board meeting. 10 HR
- 5.) Attend at least one Community Committee Meeting (Town Council, COC, PAG) 2 HR
- 6.) Attend and/or assist with (6) "Done in a Day Projects". See list below. 80 HR
- 7.) Complete and submit Intern Contract and attend interview. 1 HR

Intern Hours Total: 125 HRS

**\*\*\*Students will receive the stipend \$500.00 at completion of their 12 month program with a press release announcing the completion of their Internship.**

**Please print the following information**

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: Cell Phone: \_\_\_\_\_

### Parents/Guardians Names

Mother: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Father: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I understand that my membership in The Parker Arts Council is subject to all of the provisions in the Parker Arts Council, Bylaws, as they presently exist and as they may be amended from time to time. I have read, understand, and agree to the terms of this contract. **FORM MUST BE MAILED TO THE PAC AT 7621 E. ROBIN RD, PARKER, CO 80138 . INTERVIEWS WILL BE SCHEDULED WITHIN 30 DAYS FROM RECEIPT OF APPLICATION.**

Intern Signature: Date: \_\_\_\_\_

Parent Signature: Date: \_\_\_\_\_

**NOTE: If by the 6<sup>th</sup> month, the selected student has not performed at least 55% of the required hours, the Parker Arts Council will notify the student that he/she will be withdrawn from the program and no funding will be awarded. The Parker Arts Council reserves the option to offer another student the opportunity to participate in the program and funding will be offered based on remaining hours of time available to complete the require 125 hours. In the even the student fails to achieve all of the required hours, the Parker Arts Council reserves the option to award the student the full stipend or a partial amount.**

### WAIVER AND RELEASE

I am an Intern of The Parker Arts Council, (the "PAC"), I acknowledge and understand that the Parker Arts Council insurance does not cover any property damage or bodily injury that I might incur arising from or relating to my travel to and from Parker Art Council sponsored events.

# **PARKER ART COUNCIL EVENTS**

## **Oktoberfest September**

In its 4<sup>th</sup> year, this festival honors German heritage and traditions by presenting live authentic German music, Bavarian dancers, a biergarten, food, vendors, and children's activities. There will be plenty of fun and activities that the whole family will enjoy. Come join us in celebrating German tradition and add a little *umpah pah* to your day.

**The PAC creates and produces this event with collaboration from the Town of Parker. Responsibilities may include finding sponsorships, procuring entertainers and licenses, advertising, press releases, set-up and take down at event location, assisting vendors, operating sound system, MC event, maintaining the PAC booth and assisting in the children's activity area.**

## **Fall Theatre Production September - October**

The fall Theatre production is an annual PAC event.

**Responsibilities include procuring director, producer, and actors. Creating press releases, posters and flyers, finding sponsorships, building/painting set, technical assistance with lighting and sound, props and stage management, ticket sales, concessions, set up and tear down of stage, set and technical systems.**

## **Holiday Event – November - December**

This will be a PAC sponsored event.

**Responsibilities may include planning, procuring entertainment and licenses, advertising, press releases, finding sponsorships, technical assistance with lighting and sound, props and stage management, ticket sales, concessions, set up and take down.**

## **Theatre Production February - March**

This Theatre production is an annual PAC event.

**Responsibilities include procuring director, producer, and actors. Creating press releases, posters and flyers, finding sponsorships, building/painting set, technical assistance with lighting and sound, props and stage management, ticket sales, concessions, set up and tear down of stage, set and technical systems.**

## **Multi-Cultural Festival - May**

You will be mesmerized by traditional clothing, explanations of traditions going back thousands of years, and a wide variety of entertainment including authentic music and dance performances and art demonstrations. The festival may include a Vendors Market consisting of vendors providing food, beverages, merchandise and children's activities. The PAC creates and produces this entire event.

**Responsibilities include finding sponsorships, procuring the entertainers and licenses, advertising, press releases, set-up and take down at event location, assisting vendors, operating sound system, MC event, maintaining the PAC booth and assisting in the children's activity area.**

## **Theatre Production July**

This Theatre production is an annual PAC event.

**Responsibilities include procuring director, producer, and actors. Creating press releases, posters and flyers, finding sponsorships, building/painting set, technical assistance with lighting and sound, props and stage management, ticket sales, concessions, set up and tear down of stage, set and technical systems.**

**TBD**

**Intern Project TBD.**

## **INTERN INTERVIEW QUESTIONS**

Currently, in what activities are you involved? (School or outside sponsored)

What skills or experience do you have, that make you feel qualified to be selected for this program?

What would you like to learn from this opportunity?

Students Interns must select as a group, an Intern Project to be completed by May. What would you suggest as a project?

Have you ever received Community Service Hours for any PAC event? If so, in what event did you participate? Did you enjoy it?

How would you inform your fellow students of upcoming events put on by PAC, so they can get Community Service Hours or just attend to enjoy the performances?

How did you learn about the Parker Arts Council Internship Program?

What events have you attended or heard about that are put by the Parker Arts Council?

If you could suggest an event that the Parker Arts Council should produce, what would it be?

If you are not selected this year as an Intern, would you still want to be contacted to participate in events?

Do you have any questions you would like to ask?