



Title	Community Engagement Intern	Weekly Hours	40
Department	Education	Time Frame	6/10-8/16
Department Head Direct Supervisor	Sharron Frazier-McClain		

Position Overview:

BSC is looking for a Community Engagement Intern who enjoys working in and with the community in a fast paced environment. The Community Engagement (CBV) Intern plays an important role providing support to Celebration Black Voices through assisting in the planning and execution of this festival designed to increase community awareness and providing administrative and analytic support.

Primary Projects:

- Teaching assistant in youth camps
- Stage manage Celebration of Black Voices festival
- Maintaining Community Engagement Calendar
- Attending community meetings and events

Additional Projects and Responsibilities:

- Marketing- sharing information with the community about shows and special programming
- Resource development-build a database of community partners/resources
- Support Education Department

Job Requirements:

- Ability to work with community members of all ages and backgrounds
- Strong collaborator and team player
- Excellent communication skills across various platforms
- Open to feedback and coaching
- Ability to adapt to the needs of students and community members
- Strong communication skills

Ideal Qualifications:

- Applied Theater background, devising background
- Strong computer skills, including Google Suite
- Excellent writing and communication skills
- Great attention to detail and well organized
- Experience working in collaboration with other individuals and community organizations
- Experience working with diverse populations
- Ability to initiate and complete tasks in a timely manner
- Knowledge of social media

Skills the intern will develop or learn while in the internship:

- Improvisation and devising skills, facilitation skills
- Creative youth development best practices
- Implementation and planning of community programming
- Learn to work with diverse age groups and successfully implement lesson plans
- Community building and engagement
- Recruitment and marketing techniques

Example "Day in the Life:"

This is a unique position that starts off at a slower pace which consists mostly of preparation for our annual Celebration of Black Voices Festival (includes marketing, planning logistics, and soliciting local talent) and navigating our local community to be in the know of community wants and needs. This portion of the internship includes more clerical support and strategic planning.

The second half of the internship moves at a much faster pace. A lot of hands on and field work. This includes but not limited to being out in the community sharing information, assisting with content building workshops, supporting key personnel including but not limited to Directors/Music Director. The work day may shift from the regular 9a-5p from 12p-8p depending on what activities are scheduled. Some weekend hours may be necessary to attend local events with our performers for marketing purposes. Independent tasks may be assigned according to the needs of the producers. Flexibility is a must.