

## **Job Description:**

**Position:** Art Works Summer Program Intern at Access Gallery

**Work to be done at:** Access Gallery, 909 Santa Fe Drive Denver, CO 80204. Access Gallery is a nonprofit organization that provides economic and educational opportunities for people with disabilities through the arts. serves and promotes the creative power of people with disabilities.

**Responsibilities:** Summer Program Intern will work closely with staff to provide a job training program through the arts for a diverse group of youth with disabilities. Intern will help mentor students, set up for classes, and assist with the administration of the program. Access Gallery works in partnership with Denver Public Schools and DVR to put on this program. During this time 10 to 15 high school age students learn about graphic design, advocacy, commissioned based work and more. The intern will assist in making the program a success. The intern will actively participate, and complete various assignments given by the supervisor and help with general operations of running the program including mentorship, administrative tracking and prepping the space for upcoming classes, shows and events.

**Qualifications:** reliability, willingness to help where needed, friendly and considerate, an ability to communicate and problem-solve, good follow-through, a strong interest in the arts and ability to work with a variety of people with diverse backgrounds and abilities.

**Benefits:** This position provides the opportunity to develop professional job skills and gain experience in the areas of program development, customer services, access issues, knowledge of special populations, and knowledge of various career options available. This position takes place in creative, accepting and flexible environment with the opportunity to network with professionals in the arts and the nonprofit sector as well as make a difference in our community. This position pays minimum wage.

Summer Program Intern will be involved helping implement the following program for high school age interns:

**Job Training Plan:** Highschool Interns will be trained by Access Gallery staff and support staff in following four areas:

1. Soft Job Skills
2. Artistic Development

3. Advocacy and Community Outreach
4. Customer Service

- **Soft Job Skills:** Interns will be required to show up on time, behave and dress appropriately, take risks, follow deadlines, speak in various situations, ect.
- **Artistic Development:** Interns will work to develop artistic skills in working with various mediums.
- **Advocacy and Community Outreach:** Interns will be involved in learning best advocating practices for themselves selves and others in relation to disability issues.
- **Customer Service:** Interns will be involved in greeting guests when they enter the Gallery, assisting with sales and sharing program information when required.

Access Gallery will work with each intern to create weekly goals and action plans, progress reports and an over all desired skill development. We will put together a working plan for each intern that can assist them in future employment.