



Summer Art Education Intern

Salary: \$15/hr

Hours/week: 14-17.5 hrs/week (Monday-Friday, hours vary each week)

Start Date: June 1, 2025 plus a training session in May

End Date: August 8, 2025

Job Description:

projectART Wimberley is a nonprofit that supports art education and provides creative opportunities for youth in Wimberley and surrounding areas. projectART will be hosting 10 week-long art camps for students Kindergarten-7th grade at our gallery, ARTSPACE, in Wimberley. projectART is looking to hire **two part-time Art Education Interns** to provide administrative and instructional support during our week-long summer art camps.

projectART seeks to hire college-level summer interns, majoring in art or art education, who can use this position as a mentorship opportunity. Our creative summer camps provide a small group classroom setting, where our interns can observe, assist, plan, and teach under the guidance of our summer instructors, most of whom are TX-certified teachers. We see this as a valuable opportunity for future art educators to receive hands-on experience and personal feedback from experienced instructor mentors. Additionally, our interns will learn how to curate a professional gallery show at our end-of-summer art exhibition at ARTSPACE.

The Summer Interns will be trained by projectART's Board of Directors to fully understand the day-to-day operations of the various summer camps offered at ARTSPACE. They will work closely with different instructors each week, helping to communicate with families, manage administrative duties, assist students, maintain a clean environment, and ensure that necessary supplies are available for each camp. Student interns will receive end-of-camp feedback from each instructor and projectART directors.

These two part-time interns will enhance the camp experience for both instructors and participants by having a dedicated staff member on site, fostering a supportive and caring environment through added organization and continuity.

Requirements:

- Clear background check
- Experience in Google Workspace
- Attention to detail and professional written and verbal communication skills
- Interest in working with youth ages 5-13 (prior experience is appreciated)

Duties and Responsibilities:

- Administrative Duties
 - Handle a variety of pre-camp logistics:
 - create parent/guardian contacts in Google Contacts
 - create camp email labels in Gmail
 - create communication groups for each camp in REMIND app
 - create check in/out sheets in Google Sheets
 - send camp reminder emails to parents/guardians in Gmail
 - make copies of release forms, etc.
 - Ensure all release forms are completed, scanned, and filed at the start of each camp
 - Oversee student allergies, accommodations & photo permissions
 - Send daily updates to parents/guardians using REMIND app
 - Handle camp-related communications in-person or via email, phone, or text in a professional manner
 - Oversee student drop-off and pick-up, per projectART procedures
 - Take photos of camps with provided phone or camera and upload to shared drive

- Instructor Assistance
 - Supervise students during instructor breaks and lunch
 - Assist summer instructors, who will aim to provide experience and mentorship in:
 - lesson plans
 - class preparation, demonstrations, and presentations
 - daily classroom set-up/clean-up
 - student guidance
 - meeting student needs and/or accommodations
 - supply management
 - ensuring adherence to ARTSPACE procedures
 - Screen-print a projectART camp t-shirt with each student during the course of the camp
 - Maintain a clean and neat classroom space every day
 - Clean ARTSPACE thoroughly at the end of each week of camp

- Curating Art Exhibition
 - Select a project to save from each camp for a public youth art display at The Leaning Pear:
 - mount or frame the work for display
 - create name labels
 - create a display label connecting the project to learned skills and/or art history
 - Curate a selection of stand-out artworks from each summer camp for an end-of-summer professional gallery show at ARTSPACE

If interested, please send a resume, cover letter, and list of references to info@projectartwimberley.org. Thanks!