

OPENING NIGHTS

at FLORIDA STATE UNIVERSITY

JOB DESCRIPTION

TITLE: Community Engagement Intern
REPORTS TO: Education & Engagement Manager

The Community Engagement Intern will work with the Education & Engagement Manager to support the planning and production of Opening Nights in Class events, the planning and production of other ON engagement activities, such as master classes, workshops, K-12 performances, and additional education/community-related events. Intern will gain access to high profile artist and performances throughout the season.

Job Description:

- Assist in the planning and production of Opening Nights in Class programs
- Assist with ON's Education Committee planning and communications
- Assist with on-site staffing at Opening Nights in Class events
- Assist in planning and production of artist residences, master classes and other education initiatives
- Assist with post event reports/summarizes, photo and video collection
- Whenever possible, special projects will be assigned that reflect personal interests and career goals

Necessary Skills and Qualifications:

- Interest in the performing arts and K-12 education
- Interest in community engagement
- Strong writing and research skills
- Strong interpersonal skills and willingness to work with diverse communities
- Reliable, flexible, self-motivated, and meticulous
- Valid driver's license and ability to drive large vehicles
- Ability to lift equipment and supplies weighing up to 25 pounds
- Video and photo editing skills a plus but not required
- Background check with Leon County Schools (ON to pay for upon hire)

Time Commitment:

Average of 10 – 15 hours per week, split between office support during regular working hours and event support during the work week.

Start date: August 15, 2023

End date: April 30, 2024

TO APPLY

Please send cover letter and résumé to cmacnamara@fsu.edu with “Community Engagement Intern” in the subject line.