

ONE*RIVER*

INTERNSHIP

PROGRAM



INTRODUCTION

One River School of Art + Design is thrilled to announce the launch of our Internship programs. These programs are designed to give valuable, meaningful experience to students who are committed to pursuing a career in the arts. Our Summer internship programs are paid and our Fall and Spring internship programs are unpaid but eligible for college credit.

It is our mission, to transform Art Education and recognize the importance of art and artists. This mission extends to offering career experience and opportunities to talented and passionate students of art, art history and related fields.

Our schools operate as their own profit centers, and working at them allows interns to experience what it is like to work for a small art-based business. We have 2 internship tracks. One for those focussed on art education and one for those focussed on art business. Each of our schools has a Gallery Exhibition space in addition to the studio and digital lab classrooms. Our interns will experience a variety of work tasks related to the operations of each school that can be applied to many different art related career choices in their future.

We aim to give our interns some real experience and training that will help them forge their careers in the art world when they graduate.

We cannot promise full-time employment at the end of the internship, but we will give interns the chance to apply for any positions that are open if they are interested in pursuing a career with One River.

These internships are highly competitive and those who are chosen will need to prove their commitment and abilities in a rigorous, but enjoyable interview process.

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INTERNSHIP PROGRAM

1) Art Business Academy

- We will select up to 11 Interns. 1 in each of 11 selected schools
- Hours are flexible for the unpaid Spring/Fall Semester Internship.
- The Spring/Fall semester internships are unpaid. Summer interns are paid and must commit to a set schedule.
- Each intern is selected for their interest in art business operations
- There will be one hour of formal training for the Internship cohort each week. The cohort will meet virtually for this training
- Each intern has the option to engage in a project during the internship (mini-capstone)
- Art Business Academy Training module samples:
 - Studying the One River Business Model*
 - Customer Service and Student Experience*
 - Enrollment & Member Services
 - Sales, Marketing and Social Media
 - Business Systems - Excel, Hubspot, WooCommerce
 - HR, training and recruitment*
 - Curating a Student Show*
 - Graphic Design - making flyers and social media posts
 - Capstone Project throughout (optional) - -present it in their final week*

*Joint Virtual Training Sessions with the Art Education Intern Cohort

INTERNSHIP PROGRAM

2) Art Business Activities

School Activities interns will get involved in:

- Member enrollments and administration
- Phone and front desk customer service
- Preparing for and marketing a student exhibition
- Design a Social Media campaign for Fall Enrollments
- Learn how to use Hubspot, WooCommerce Wordpress
- Business networking - outreach to local employers
- Design a Birthday Party theme
- Take pictures and post on Social Media (Padlet)
- Keep track of supplies
- Facilities management
- Promoting local events - how to write a marketing email
- Take notes at Team meetings

INTERNSHIP PROGRAM

3) Art Education

- We will select 11 Interns. 1 in each of 11 selected schools
- Hours are flexible for the unpaid Spring/Fall Semester Internship.
- The Spring/Fall semester internships are unpaid and eligible for college credit. The Summer internships are paid and have a set schedule.
- Each intern is selected for their interest in art education
- There will be one hour of formal training for the Internship cohort each week. The cohort will meet virtually for this training
- Each intern is given the option to engage in a Curriculum Development Research project during the internship
- There will be weekly one hour virtual training sessions on some of the following subjects:
 - Studying the One River Business Model*
 - Classroom management
 - Customer service and Student Experience*
 - Planning a Student Exhibition*
 - Managing Supplies and Budgeting
 - Managing schedules and teachers
 - How to create a lesson plan
 - HR -Recruiting and Training teachers*
 - Create your own curriculum project (Optional)- Present it in final week.*

*Joint Virtual Training Sessions with the Art Business Intern Cohort

INTERNSHIP PROGRAM

4) Art Education Activities

School Activities interns will get involved in:

- Assist Teachers in classroom
- Prep and clean up for classes
- Student engagement
- Customer service follow up - Front desk and phone
- Planning Student Exhibition
- Become familiar with the curriculum
- Work at an event or Birthday Party
- Take pictures and post on Social Media (Padlet)
- Keep track of studio supplies and budgeting
- Tracking student and teacher attendance
- Take notes at Teacher meetings

INTERNSHIP PROGRAM

5) SKILLS ACQUISITION

ART BUSINESS SKILLS

- *Customer Service - phone skills*
- *Business management*
- *Technology*
- *Event planning*
- *Promotions and marketing*
- *Facilities management*
- *Team work*
- *Time management*
- *Multi-tasking*
- *Organization*
- *Responsibility*
- *Networking*
- *Job seeking*

ART EDUCATION SKILLS

- *Customer Service - phone skills*
- *Classroom + student management*
- *Curriculum Development*
- *Event planning*
- *Inventory and supplies*
- *Scheduling and timekeeping*
- *Team work*
- *Time management*
- *Multi-tasking*
- *Organization*
- *Responsibility*
- *Networking*
- *Job seeking*

INTERNSHIP PROGRAM

6) PROGRESS REPORTS

- *Attendance kept for all virtual trainings*
- *School Directors to keep a check list of topics covered in the school*
- *School Directors to provide feedback about Interns at 30 day mark (short questionnaire)*
- *Progress of mini capstone and curriculum development projects checked at 3 week and 5 week mark*
- *Presentations of projects at the final in-person event for all interns*
- *Complete any paper work needed by the colleges*

INTERNSHIP PROGRAM

7) FOLLOW UP AFTER THE PROGRAM ENDS

- *ALL INTERNS PROVIDED WITH A LETTER OF RECOMMENDATION UPON COMPLETION OF THE PROGRAM THAT LISTS THE SKILLS ACQUIRED AND DUTIES PERFORMED*
- *ALL INTERNS PROVIDED WITH A CERTIFICATE OF COMPLETION*
- *SOCIAL MEDIA GROUP SET UP FOR INTERN COHORT TO KEEP IN TOUCH WITH EACH OTHER AFTER THEY COMPLETE THE PROGRAM*
- *NEXT STEPS FOR THOSE BEING CONSIDERED FOR FUTURE EMPLOYMENT WITH ONE RIVER*

INTERNSHIP PROGRAM

8) HOW TO APPLY

To apply to One River's Internship program go to the Internship page on our Website:

<https://oneriverschool.com/internship-program/>

Click the link to apply and upload your current resume and a cover letter explaining why you are interested in the internship program

You will be contacted for an initial virtual interview

If all goes well, you will then meet with the Director of the School location that fits your needs in terms of location and type of internship (Art Business/Art Education)

If you have any questions prior to applying, please email:
Careers@oneriverschool.com

Thank you for your interest

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