



Newcomer Youth Summer Academy Program Intern

At **Arts Ignite**, we develop agency in youth through the arts. This includes performing arts, creative writing, and visual arts. We encourage young people to discover the joy and power of making art to share their voices, tell their stories, and transform their lives.

The **Arts Ignite Program Intern** at the **2023 Newcomer Youth Summer Academy (NYSA)** will be support for the **Program Facilitator** this summer at NYSA, gaining real world Arts Administration experience!

Partnering with the **International Rescue Committee (IRC)**, NYSA is a **5-week summer academy** that welcomes youth who have recently resettled in the US into their new lives in NYC. An Arts Ignite classroom at NYSA focuses on **school readiness, English language skill building, and Social Emotional Learning skills** in an effort to best prepare students to enter the New York City public school system in the fall.

Job Requirements and Responsibilities:

Arts Ignite Interns at NYSA should be passionate about arts administration, teaching English Language Learners, teaching in a school environment, and teaching art in culturally diverse classrooms. This position requires complete commitment and interns must be available for all training and academy days.

Training Dates:

Training Day #1	Monday, June 26, 2023	10am-12pm ET (virtual)
Training Day #2	Wednesday, July 5, 2023	9am-5pm ET
Training Day #3	Thursday, July 6, 2023	9am-5pm ET
Training Day #4	Friday, July 7, 2023	9am-5pm ET

June 26th, 10am-12pm ET, Arts Ignite training day (Virtual)

July 5-7th, 9am-5pm ET, Arts Ignite Interns will join the Teaching Artists and Program Facilitator for academy training with the full NYSA staff in-person, at Avenues World School in Chelsea, 259 10th Ave, New York, NY 10001.

July 10-August 11th ET, The NYSA Program intern will assist instruction and facilitation Monday-Thursday

from 12:30-3:30pm ET, attend daily Planning Meetings from 12:00-12:30pm ET.

Lower School Weekly Teaching Schedule:					
Lower School Visual Art					
	Monday	Tuesday	Wednesday Special Schedule	Thursday	Friday
Period 5 - LUNCH 12:00 -12:30 PM	Planning Meeting				FIELD TRIP (Optional)
Period 6 [12:35pm-1:25pm]	LS3		Planning Meeting [12:30 - 1:00 PM]		
Period 7 [1:30pm-2:20pm]	LS2		LS 2 [1:05 - 1:50 PM]		
Period 8 [2:25pm-3:20pm]	LS1		LS3 [1:55 - 2:40 PM]		
Period 9 Dismissal [3:20pm - 3:30]	Final Huddle		LS 1 (CARE Circle) [2:45 - 3:30 PM]		

Lower School Weekly Teaching Schedule:					
Lower School Music					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 5 - LUNCH 12:00 -12:30 PM		Planning Meeting		Planning Meeting	FIELD TRIP (Optional)
Period 6 [12:35pm-1:25pm]		LS1		LS1	
Period 7 [1:30pm-2:20pm]		LS3		LS3	
Period 8 [2:25pm-3:20pm]		LS 2		LS 2	
Period 9 Dismissal [3:20pm - 3:30]		Final Huddle		Final Huddle	

Lower School Weekly Teaching Schedule:

Lower School Dance					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 5 - LUNCH 12:00 -12:30 PM		Planning Meeting		Planning Meeting	FIELD TRIP (Optional)
Period 6 [12:35pm-1:25pm]		LS3		LS3	
Period 7 [1:30pm-2:20pm]		LS2		LS 2	
Period 8 [2:25pm-3:20pm]		LS1		LS 1	
Period 9 Dismissal [3:20pm - 3:30]		Final Huddle		Final Huddle	

Upper School Weekly Teaching Schedule:

Upper School Visual Art					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 5 - LUNCH 12:00 -12:30 PM		Planning Meeting		Planning Meeting	FIELD TRIP (Optional)
Period 6 [12:35pm-1:25pm]		US1		US1	
Period 7 [1:30pm-2:20pm]		US 2		US 2	
Period 8 [2:25pm-3:20pm]		US 3		US 3	
Period 9 Dismissal [3:20pm - 3:30]		Final Huddle		Final Huddle	

Upper School Weekly Teaching Schedule:					
Upper School Dance					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 5 - Lunch 12:00 -12:30 PM	Planning Meeting				
Period 6 [12:35pm-1:25pm]	US 2		Planning Meeting [12:30 - 1:00 PM]		FIELD TRIP (Optional)
Period 7 [1:30pm-2:20pm]	US 3		US 2 [1:05 - 1:50 PM]		
Period 8 [2:25pm-3:20pm]	US 1		US 3 [1:55 - 2:40 PM]		
Period 9 Dismissal [3:20pm - 3:30]	Final Huddle		US 1 (CARE Circle) [2:45 - 3:30 PM]		

Wednesday, July 12th, July 26th, and August 9th, 10:30am- 12:00pm ET, all Arts Ignite NYSA interns are required to participate in virtual team development meetings.

Friday, July 28th, 9:15am - 2:30pm ET, all Arts Ignite NYSA staff members are required to be available for participation in our Arts Games event at Nolan Park on Governors Island.

Wednesday, August 2nd, 12-2pm ET, Arts Ignite Concert and Donor Event (Required)

Friday, August 11th, all Arts Ignite NYSA interns are required to be available for participation in graduation.

Note: This summer, Arts Ignite Interns are invited to participate in optional full academy community in-person field trip days held on Fridays. More details and COVID-19 safety guidelines for in-person events are forthcoming.

NYSA Program Intern Core Responsibilities Include Assisting the Program Facilitator to:

- Maintain a record of receipts and stay within the budget provided for the project.
- Work closely with Teaching Artists and the Arts Ignite Curricular and Instructional Specialist to facilitate the building of relevant, culturally-appropriate arts classes.
- Objectively and regularly monitor classroom practices and assist as needed.
- Regularly collaborate and communicate with IRC and Arts Ignite staff members for a cohesive experience.

- Support the implementation of NYSA behavior management, methodology and pedagogical techniques.
- Support the administration of Evaluations and Assessments.
- Support group discussions, take meeting minutes, and ensure that the schedule is respected.
- Help maintain teaching artist morale.
- Support the planning and execution of community events and optional field trips.
- Full participation in Arts Ignite and IRC training sessions.
- Full participation in Arts Ignite post-program surveys.
- Additional duties assigned as needed.

Policies and Protocols:

- COVID-19 - Teaching Artists and interns have the option to remain masked while teaching and while at the job site. Antigen tests will be made available, as needed, while onsite.
- Child Safeguarding - All Arts Ignite Teaching Artists and interns must complete a successful background check and adhere to the [Arts Ignite Child Safeguarding Policy](#).
- [Photo and Video Release](#) - Teaching Artists and interns are asked to authorize and give consent to Arts Ignite staff to take and use photographs and video of them for educational, marketing, and public relation purposes.

Stipend: \$1000.00

Payment will be disbursed every two weeks on the 1st or 15th or the closest business day. Payments will be processed through Zelle or check and a completed W-9 is required.