

Rollins College

27 Job Postings For December 2013

Creative Media Designer Intern

Cybis Communications

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: Cybis is a powerhouse creative media and event production company. We design brand identities, create commercials & motion-graphics, as well as produce awards ceremonies and motivational events across the nation. Our clients include Fortune 500 companies, student organizations, corporations, and event management companies. Our mission is to use the power of media to inspire our audience to achieve. To help accelerate our growth, we are seeking one talented media designer intern to join our team.

Description:

The Cybis Creative Media Designer Intern will work alongside Cybis Producers and Creative Team to implement designs for screen and print. This person must enjoy working with people in a friendly team environment. An eye for quality, contemporary design is a must.

This is an exceptional opportunity for the right person to apply their design talents on real applications and benefit from the coaching and experience of our design and production team.

Responsibilities may include:

- Graphics design (Photoshop/Illustrator)
- Motion graphics & animation (AfterEffects)
- Desktop publishing (InDesign)
- 3d (Cinema 4D)
- Copy writing & editing (Word/Excel)
- Video editing (Premiere/Final Cut/SpeedEdit)
- DVD authoring (Encore)
- Web design & updates (Dreamweaver)

Location: Cybis HQ, Downtown Orlando

View our website at www.thinkcybis.com for more information about our company.

Job Function: Arts/Entertainment/Museums, Communications/Journalism/Media, Graphic Design

Approximate Hours Per Week: 20

Qualifications: Requirements: Prior work experience not required. Must submit at least two design or motion graphics samples with application. At Cybis, personal

character and desire to excel will always take
priority when considering applicants.

Motion Graphics Intern

Cybis Communications

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: Cybis Communications is a powerhouse creative agency based in Orlando. We cater to audiences of all sizes with designs, commercials, presentations, marketing, and live show/awards ceremony productions. Our clients include Fortune 500 companies, student organizations, corporations, and event management companies. Our mission is to use the power of media to inspire our audience to achieve. To help accelerate our growth, we are seeking one talented motion graphics intern to join our team.

Description:

The Cybis Motion Graphics Intern will work alongside Cybis Producers and Creative Team to implement designs for screen. This person must enjoy working with people in a friendly team environment. An eye for quality, contemporary design is a must.

This is an exceptional opportunity for the right person to apply their design talents on real applications and benefit from the coaching and experience of our design and production team.

Responsibilities may include:

- Motion graphics & animation (AfterEffects)
- Graphics design (Photoshop/Illustrator)
- 3d (Cinema 4D)
- Video editing (Premiere/Final Cut/SpeedEdit)
- DVD authoring (Encore)

Location: Cybis HQ, Downtown Orlando

View our website at www.thinkcybis.com for more information

Job Function: Arts/Entertainment/Museums, Communications/Journalism/Media, Graphic Design

Approximate Hours Per Week: 20

Qualifications: Requirements: Prior work experience not required. Must submit at least two design or motion graphics samples with application. At Cybis, personal character and desire to excel will always take priority when considering applicants.

Feeding Children Everywhere: Graphic Design Internship

Feeding Children Everywhere

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: **Spring Semester Dates: January 6th-May 9th**

**Spring Semester Application Deadline:
December 1st**

Feeding Children Everywhere aims to empower and mobilize people to package healthy meals for hungry children around the world, as well as right here in the United States.

Our internship will allow you make an impact in the lives of thousands of people, while giving you the opportunity to develop and grow yourself as an individual.

As an intern, you will see the inner workings of a fast growing non-profit! Every intern will get a chance to work on numerous "Hunger Projects" – large, high-energy events where volunteers come together to package thousands of healthy meals to send to hungry children locally and internationally. Interns will also gain office experience, working alongside FCE staff weekly to organize and maintain internal operations.

Our Graphic Design Interns work alongside our creative team of designers, photographers, and web designers, to conceptualize and execute projects across a multi-medium platform. As an intern, you will play a vital role in this team and be given significant projects that will be seen by hundreds of thousands of people. From logos, to banners, to our high fashioned t-shirt and iPhone cover designs, this internship is ideal for skilled graphic design students or recent graduates who are looking to learn and be challenged by a highly creative environment.

Job Function: Graphic Design, Non-Profit

Approximate Hours Per Week: 15-20

Feeding Children Everywhere: Web Design Internship

Feeding Children Everywhere

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: **Spring Semester Dates: January 6th-May 9th**

**Spring Semester Application Deadline:
December 1st**

Feeding Children Everywhere aims to empower and mobilize people to package healthy meals for hungry children around the world, as well as right here in the United States.

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Our Web Design Interns work alongside our creative team of designers & web designers to conceptualize and execute projects across a multi-medium platform. As the web is the easiest way to stay connected with people globally, keeping our website fresh and up-to-date is top priority. As an intern, you will play a vital role in managing our website's day to day changes, launching our newest campaign pages, and helping with our occasional facelifts needed to always have the latest and greatest website!

Job Function: Communications/Journalism/Media, Graphic Design, Information Technology, Non-Profit

Approximate Hours Per Week: 15-20

Graphic Design Intern

Florida School of Holistic Living

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: The Florida School of Holistic Living is currently seeking enthusiastic and capable candidates for an internship position in the area of graphic design. Through this unique position, FSHL hopes to distribute a clear and powerful message to the community. We are seeking candidates that are creative and have excellent skills and experience in the appropriate areas of graphic design.

Primary Responsibilities

- Work with team of instructors and staff to develop graphic design protocol and goals
- Create graphic media for print and online use
- Finalize work, organize files and emails, and prepare information for next year

Interns will have the opportunity to attend weekly staff meeting; also may have the opportunity to observe Steering Committee Meetings and Quarterly Board Meetings

Job Function: Communications/Journalism/Media, Graphic Design, Non-Profit

Approximate Hours Per Week: 9-12

Qualifications: Qualifications include:

Proficiency in graphic design programs
Organized, detail-oriented, self-motivated individuals are encouraged to apply
Willingness to work cooperatively with Director and instructors
A strong work ethic, a good sense of humor, a friendly personality and a zeal for learning are all considered a plus for this position.
A commitment to natural health, sustainable living, and positive change preferred.

Marketing/PR Intern

Orlando Science Center

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: **MARKETING AND PUBLIC RELATIONS:** Obtain perspective and experience regarding either a marketing, promotions or public relations position, specifically with a large nonprofit organization. To be a professional and positive ambassador for the Orlando Science Center. To perform tasks to assist the marketing and public relations department. To assist when necessary other staff or departments in meeting objectives. Be a helpful, flexible and enthusiastic member of the OSC team. Fulfill every shift with adequate time management and productivity. Become invested in this opportunity. Be resourceful and creative. Take the initiative.

Help set-up and implement special events as needed (for example: exhibit openings, Cocktails & the Cosmos, members events, Otronicon, Pet Fair, etc.). Some nights and weekends will be involved. Experience as many OSC exhibits, films and programs as possible in order to probably promote the organization to the media and the public at large.

Write press releases, build press kits and assist with press mailings.

Perform market research via phone, internet and library.

Assist with media relations, including delivering materials and footage to TV stations and publications.

Assist with grass roots promotion of exhibits, films and events. You may need to travel around town with this task.

Assist with the writing and production of OSC's quarterly membership newsletter.

Help maintain OSC's collection of press clippings.

Coordinate and implement marketing and promotional efforts for certain projects.

Job Function: Advertising/PR/Marketing, Arts/Entertainment /Museums

Approximate Hours Per Week: 10-15 hours a week

Qualifications: Strong writing skills
Good communication skills

Proficient on computer
Energetic

UNITED ARTS External Grants & Research Intern

United Arts of Central Florida

Position Type: Internship - Undergrad/Grad (Non-MBA),
Internship - MBA

Location: Maitland, Florida (United States)

Description: Duties could include:
Revision of grant program guidelines & application
Workshops for grantseekers
Staff review of grants
Assisting panel review of grants
Contract preparation
Compiling and updating research
Processing surveys
Grants administration and archiving
Observing meetings (multiple UA departments)
Grant research
Grant writing

Skills developed:
Grants management
Nonprofit "good governance"/best practices
Research
Grant writing

Job Function: Arts/Entertainment/Museums, Education, Music,
Non-Profit, Other, Theater

Approximate Hours Per Week: 16 hrs/week

Qualifications: Word
Excel
PowerPoint
databases (optional)

Good communication skills
Detail-oriented a must

The Cloisters Summer 2014 Internship Program

The Cloisters at the Metropolitan Museum of Art

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: New York, New York (United States)

Description: This nine-week internship is awarded each summer to eight college students who are interested in art and museum careers, enjoy working with children, and have an interest in medieval art. Interns join the Education Office of The Cloisters museum and gardens, the branch of The Metropolitan Museum of Art devoted to the art of medieval Europe, where they receive intensive training to teach New York City day campers and adult Museum visitors about the collection. Through meetings and discussions with curators, educators, conservators, and executive and administrative staff, interns also learn about the many professions that work together to achieve the Museum's mission. Applicants should be responsible and mature individuals who work well both independently and collegially.

Dates and Compensation

June 2–August 1, 2014

Full time: five days, thirty-five hours per week

Compensation: Approximately \$3,150

(approximately \$10/hour, less applicable taxes and deductions) Made possible by Mary and Michael Jaharis. Additional support is provided by The Winston Foundation, Inc.

Training

The first three weeks of the program consist of seminars and pedagogy workshops that explore the collection and focus on themes that form the day-camp itineraries. Interns learn to engage diverse audiences through practice tours and post-tour discussions, and explore materials and techniques used by medieval artists through hands-on workshops and field trips.

Gallery Teaching

For five weeks, interns conduct summer gallery workshops consisting of thematic tours followed by craft projects for day campers ranging from 4 to 12 years old.

Special Gallery Talks

The program culminates with a week of special gallery talks in which each intern presents an

hour-long talk on a subject of his or her choosing. Interns develop research and presentation skills through weekly assignments and regular meetings with the internship coordinator. Rehearsals with fellow interns and Education staff members help interns achieve their personal best.

Job Function: Arts/Entertainment/Museums, Education

Approximate Hours Per Week: Full time: five days, thirty-five hours per week

Qualifications: Any matriculated college student who will not graduate before August 2014 is eligible to apply. First- and second-year undergraduates are given special consideration.

UNITED ARTS Marketing & Communications Internship

United Arts of Central Florida

Position Type: Internship - Undergrad/Grad (Non-MBA),
Internship - MBA

Location: Maitland, Florida (United States)

Description: * Writing press releases

- Updating press list database;
- Compiling quarterly Media Reports;
- Occasional scanning, filing, etc.;
- Assisting with and sitting in on staff and marketing meetings;
- Attending workshops, meetings, and other company functions when applicable;
- Social networking, maintain calendar and review analytics

Job Function: Advertising/PR/Marketing, Arts/Entertainment
/Museums, Communications/Journalism/Media,
Development/Fundraising, Event Planning,
Non-Profit

Approximate Hours Per Week: 16 hrs/week

Qualifications: -Wear business attire
-Act professionally
-Keep a consistent schedule, with a week's notice for any change in schedule or
-Use correct spelling/grammar/punctuation; pay attention to detail; always check your work.
-Be familiar with Excel, Word, Facebook, Twitter, Power Point, etc.

Education Intern

Orlando Museum of Art

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: Students seeking a future career in arts education or arts administration have the opportunity to gain hands-on experience by observing daily operations of a museum education department, assisting with planning, promoting, implementing, and evaluating education programs, as well as assisting with the development of educational materials and presentations. The intern will also interface with other OMA departments to provide a complete overview of museum operations. Responsibilities include: participating in day-to-day operations of education department; promotion and registration for Museum education programs; research for and creation of self-guided tours (including podcast tours) of exhibitions, and program development; assisting with education programming for a wide variety of audiences including students, children, families, adults, and audiences with disabilities or special needs; assisting with Teacher programs and resources; assisting with program evaluation. Percentage of time spent on various tasks will vary according to program schedule. On-site supervisor will provide orientation, training, and professional guidance. A desk and computer will be provided. Intern will likely develop presentation, communication, research, writing, and computer skills.

Job Function: Arts/Entertainment/Museums, Education, Non-Profit

Approximate Hours Per Week: 6-15

Qualifications: Candidates must have an interest or background in art education, art history, or arts administration. Candidates must have attention to detail, strong written, verbal, and computer skills, and have the ability to take initiative and work independently. The ideal candidate is creative, organized, and enjoys working with people. A sense of humor is a plus!

Orlando Fringe Event Planning/Development/Production Intern

Orlando Fringe

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: Orlando Fringe is seeking interns for various departments. Duties will vary; will include, but are not limited to: applicant processing; research and writing for grants, foundations & other funding sources; planning, organizing & marketing events leading up to the festival, and if internships takes place during the festival, assisting in running the festival. May include some general office duties.

Job Function: Advertising/PR/Marketing, Arts/Entertainment /Museums, Business Analysis/Development, Development/Fundraising, Event Planning, Hospitality/Tourism, Theater

Approximate Hours Per Week: flexible

Qualifications: Organization & good communication skills. Some event planning & marketing knowledge.

Public Relations Intern, Graphic Design Intern and Social Media Intern

American Red Cross Mid-Florida Region

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: Public Relations Intern:

- Writing and editing media alerts/advisories, press releases, newsletter articles, etc.
- Distributing press materials to media
- Assisting with research, development, and maintenance of media distribution lists

Graphic Design Intern:

- Designing monthly newsletter, collateral materials, signage, and other projects
- Localizing materials from National Headquarters

Social Media Intern:

- Content generation and posting
 - Monitoring and managing replies, retweets, etc.
 - Proactively following/liking community partners, media outlets, etc
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Job Function: Communications/Journalism/Media, Graphic Design, Non-Profit

Approximate Hours Per Week: Will discuss in interview.

Qualifications:

- Completed one year (2 full terms) of specialized course work (all candidates);
- Knowledge of AP Style (required only for public relations candidates);
- Excellent writing skills, i.e., grammar, punctuation, sentence structure, spelling, etc. (required for all candidates);
- Proficient in Facebook, Twitter, YouTube, WordPress, and social media tracking and evaluation (social media candidates only);
- Proficient in Adobe Illustrator and Photoshop (graphic design candidates only); and
- A passion to work in communications with American Red Cross (all candidates).

Curatorial Internship

The Albin Polasek Museum & Sculpture Gardens

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Winter Park, Florida (United States)

Description: Curatorial: Interns will work closely with the Curator assisting with the care of the collection. This includes research, cataloguing, and data entry of the permanent collection as needed. Archival projects dealing with scanning and digitizing the collection will be a priority. Interns will also be involved in the organization and implementation of temporary gallery exhibitions and special events (some weekends and evening work will be necessary). This intern would be required to learn PastPerfect, the collections management software used by over 7,000 museums worldwide.

Job Function: Arts/Entertainment/Museums, Library Science, Non-Profit

Approximate Hours Per Week: 10

Qualifications: The candidate must be willing to assist with tasks that may be physically taxing, such as gallery installation, outdoor sculpture conservation, and other hands-on work. Must be able to pay close attention to detail, utilize archival-based documentation and object handling procedures, and follow careful direction. The intern must have good people skills, be able to write well, and be successful at interfacing with contacts both on the telephone and in person. An interest in archives, sculpture conservation, registration work, and gallery installation are helpful.

Fundraising & Development Internship

The Albin Polasek Museum & Sculpture Gardens

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Winter Park , Florida (United States)

Description: • Fundraising & Development: Interns will work with the Development Director to help implement the Museum's Development Plan, which raises valuable funding to support the Museum's operations, programs and projects. Responsibilities include both administrative and strategic tasks. Administrative duties include data input, preparing and sending out thank you letters to donors, preparing attachments for grants and packets for funders, managing and updating lists and filing documents. Strategic responsibilities include researching grant and sponsorship prospects, performing outreach to community partners and prospects, researching available grants to determine if they align with Museum's goals and other development-related tasks as needed.

Job Function: Arts/Entertainment/Museums,
Development/Fundraising, Non-Profit

Approximate Hours Per Week: 10

Qualifications: Intern must possess solid interpersonal skills, attention to detail and deadlines, an understanding of fundraising and an interest in nonprofit development. Interns are required to sign a confidentiality agreement due to the handling of sensitive information.

Assistant Curriculum Coordinator Internship

Orange County Regional History Center

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: Under the guidance of the Curriculum Coordinator, the intern may complete some or all of the following assignments:

- Conducting research on curriculum themes and preparing notes based on research
- Organizing research into curriculum outlines
- Based on curriculum outlines, writing curriculum lectures
- Designing instructional activities to go along with curriculum content and creating examples of activities as necessary
- Assembling curriculum lectures and activities into final curriculum format in PowerPoint. They will include image and video content as necessary, lesson plan schedules, and any notes to be utilized by the teacher
- Creating a materials list of the supplies needed for the curriculums
- Assist the museum education department staff with various projects and programs as needed and as deemed appropriate

Intern will be provided with opportunities to:

- Meet and interact with museum departmental staff
- Observe and participate in programs from "behind-the-scenes"
- Display their talent and skills by creating a real program that will be implemented at the museum

Job Function: Arts/Entertainment/Museums

Approximate Hours Per Week: 10-15 hours per week

Qualifications: Skills to be developed through the internship:

- Personal organization and time management
- Educational research
- Use of Microsoft PowerPoint, Excel, Word, and Publisher
- Written, verbal, and visual communication
- Lesson plan design
- Selection of appropriate educational materials

Graduate Collections Management Intern

Orange County Regional History Center

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: Intern will work on processing at least one special collection of moderate size in order to gain knowledge of working with material within a museum collection. Under the guidance of the Collections staff, intern will catalog material according to standard museum practices. The specific collection to be worked upon will be decided by Collections staff based upon staff needs and/or the intern's interests or program requirements.

Intern may also assist with an exhibition installation, catalog material within the library's collection, and assist the Archivist and Collections Manager with various projects.

A 10-15 page paper will be produced and presented at the end of the semester. In addition, a mid-term and end-of-term evaluation will be done by the History Center supervisor and sent to the faculty supervisor. A presentation to staff, faculty, and other interns will be made at the end of the semester.

Job Function: Arts/Entertainment/Museums

Approximate Hours Per Week: 10 - 15 hours per week

Qualifications: CANDIDATE MUST BE:

- Organized
 - Able to work independently
 - Knowledgeable of computers
 - Possess verbal and written communication skills
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Early Childhood Music/Art Intern

Orlando Science Center

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando , Florida (United States)

Description: Creating new, age appropriate programming for children in the area of art or music.
Write up new programs in programming format.
Organizing and planning needs for new programming.
Conduct live programming with guests.
Engaging guests in pre-existing and new programming.
Reporting any broken, limited or missing supplies to Early Childhood Specialist.
Assist with any special events or week of celebrations.
Assist other departments as needed.
Other duties as assigned.

Job Function: Arts/Entertainment/Museums, Education, Music, Non-Profit

Approximate Hours Per Week: 8-15 hours

Qualifications: Experience working with children
Experience with arts and crafts or musical instruments/voice
Excellent written and verbal communication
Ability to work well with others
Willingness to learn
Positive attitude
18 years of age or older, preferably Early Childhood, Education, Music or Art majors
Attend orientation.
Pass Criminal background check and fingerprinting.
Ability to work on own.
Personal Initiative.
Self-motivated to seek out task and projects.
Flexible.
Report promptly to work on days scheduled.
Inform staff supervisor directly if unable to attend or if late.
Must be able to stand for long periods of time.
Ability to get messy if project or assignment requires.
Ability to lift 50 lbs.

Design Intern

IZEA

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: Undergraduate Juniors & Seniors and Graduate-level students

Responsibilities:

- Interpret in-house needs and translate them into compelling visual designs
- Update and edit marketing videos
- Collaborate with the Creative Director to ensure designs are consistent with client expectations and the overall project goals
- Maintain Content for in-house/marketing websites

Details:

- Will spend at least 2 days/week (preferably 3 days per week) in the IZEA headquarters, located in downtown Orlando
- Non-Disclosure Agreement (NDA) paperwork will need to be signed by students
- Final report/analysis to be presented to IZEA at end of internship

Timing:

- Spring (Mid-January to Mid-April)
 - Summer (May to Mid-August)
 - Fall (September to Mid-December)
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Job Function: Graphic Design, Other

Approximate Hours Per Week: 15 to 20

Qualifications: Undergraduate Juniors & Seniors and Graduate-level students. Best fits are those majoring in or have experience in the following areas: Graphic Design, Illustration, Animation.

- Strong Typography Skills
 - Strong Fundamental Design Skills
 - HTML & CSS Skills
 - Photoshop
 - Illustrator
 - InDesign (Bonus)
 - After Effects (Bonus)
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Exhibit Prototyping Intern

Orlando Science Center

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: Assist Exhibit Developers in designing, and maintaining exhibit experiences with emphasis on prototyping and design testing. Prototypers will interact with Orlando Science Center visitors to evaluate effectiveness and efficiency of new exhibits. Interns will be involved in all levels of the design process from conceptual to physical construction. As well as assisting with other programs as needed

Job Function: Arts/Entertainment/Museums, Environmental, Non-Profit, Science

Approximate Hours Per Week: 15-20 hours

Qualifications: 2 or more years of college courses, preferably design related majors.
Attend orientation.
Successfully complete a criminal background check.
Ability to work independently and as part of a team.
Self-motivated to seek out task and projects.
Report on time to work on days scheduled

Art Department Intern

WESH News Channel 2

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Winter Park, Florida (Unites States)

Description: Art Department:

Intern will learn to designing graphics and flash animation for station-related projects.

In the past Graphic Art Interns have:

- been assigned to work in the Art Dept using state of the art computer programs to create graphics for newscasts and other programs.
 - Will be trained on 200 tutorial pages of software called Liberty Paint and Animation Program.
 - Will work on Macintosh Systems running the following programs: Adobe Photoshop, Adobe Illustrator, Adobe After Effects, QuarkExpress and Adobe Streamline. Familiarity with some of these programs would be beneficial.
 - Will have hands on experience generating graphics such as Over the Shoulder, Live 2 Boxes and 3 Boxes, Full Screens, Mugs, Monitor Graphics, Maps, Camera and Pinnacle system.
 - At the end of their internship should be able to create their own graphics package for their portfolio.
 - Should be prepared to display 3 projects from their portfolio.
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Job Function: Communications/Journalism/Media, Graphic Design

Approximate Hours Per Week: 2 days or 16 hours a week

Qualifications: Internship Responsibilities:

No later than your start date, interns must provide WESH-TV with proof of college or technical school sponsorship for the internship. A letter from your professor or advisor indicating the following information is required:

- * Student's name
- * Number of internship hours you must work to satisfy the internship
- * Letter must be on university, college or technical school letterhead and must be signed and dated by the professor or advisor

Once you are accepted as an intern at WESH-TV, you will receive an orientation packet.

Interior Design Intern

Focus Design Interiors, Inc.

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Atlanta, Georgia (Unites States)

Description: Interns will work directly under the President and Senior Designer. Interns will be assigned a work station in the Design Studio, as they will be working closely with the Senior Designer in Design Development.

Responsibilities to include, but not limited to Project Management, Construction and Delivery Schedules. Interns will also assist in the Design Department with project pricing, ordering and vendor relations. Periodic client meetings for design presentations, design development and project site visits will be a part of the learning process.

Skills which will be developed and/or improved upon will be the use of Excel Spread Sheets from project schematic development thru design implementation.

Power Point Presentations and Quick Books Enterprise Solutions/Contractor Version will also be taught in a business environment which is based upon an accrual basis. A basic understand of Auto CAD will be introduced to the Interns.

Focus Design Interns also have the opportunity to visit Atlanta's Design Center (ADAC) and Atlanta's Merchandise Mart to experience the creative arts side of the Interior Design Business.

Job Function: Arts/Entertainment/Museums, Business Analysis/Development, Finance/Economics, Graphic Design

Approximate Hours Per Week: 12 hours

Qualifications: Excel, Word & Power Point

UNITED ARTS Development Department Intern

United Arts of Central Florida

Position Type: Internship - Undergrad/Grad (Non-MBA),
Internship - MBA

Location: Maitland, Florida (United States)

Description: United Arts of Central Florida's Director of Development is seeking an intern for the Fall 2011 semester. Ideal candidate will have exemplary writing and communication skills, be proficient in Microsoft Office programs, familiar and skilled in various research techniques and be comfortable speaking to groups or to individuals in professional, high-level settings.

Duties could include:

- 1) Grant research
- 2) Development Committee support
- 3) Corporate prospect research & development
- 4) Assisting in the coordination of the Development Department's major event – "UA Corporate/Campaign Kickoff"

Opportunities will include:

- 1) Interacting with professional members of the Central Florida arts community
- 2) Learning about the importance of the arts to a vibrant and diverse economy
- 3) Developing relationships with other young professionals by accompanying Development Director to various meetings and events
- 4) Learning and contributing to the development of fundraising strategies and approaches
 - a. How to make cold calls
 - b. How to get a meeting
 - c. How to establish a rapport with your potential donor
 - d. Understanding your donor's motivation for giving
 - e. Determining how to develop a mutually beneficial relationship between your donor and your organization
 - f. How to continually cultivate and recognize your donors
 - g. How to expand your donor base
- 5) Making important business contacts and
- 6) Continuing to build your professional portfolio through writing samples and other work products

• Expectations

Fundraising and development is largely about a

person's presentation skills. It is required that those who interact regularly with the donor community be appropriately dressed, well-mannered and punctual.

We will devise a consistent schedule that will fit nicely with your obligations but will also lend itself to being the most useful to the Development Department. Please alert the Director to any schedule changes a week in advance. Emergencies are understandable and will be handled as needed.

In order to ensure that you will be given proper credit for your work at United Arts, we ask that you complete a weekly timesheet. You will also meet with the Development Director at the end of each work week to discuss the status of your projects and to learn about the following week's goals.

Job Function: Arts/Entertainment/Museums,
Development/Fundraising, Event Planning,
Non-Profit

Approximate Hours Per Week: 16 hrs/week

Qualifications: Word
Excel
PowerPoint
databases (optional)

Good communication skills
Detail-oriented a must

Museum Education Intern

Orlando Museum of Art

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: YOUTH EDUCATION: Interns will give inquiry-based tours to groups of students in grades 3 - 8. This will require interpretation of the museum's permanent collections and special exhibitions, along with strategies designed to encourage active student participation.

Job Function: Arts/Entertainment/Museums, Education

Approximate Hours Per Week: Part-time-Flexible

Graphic Design Internship

Urban ReThink

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: Department: Marketing and PR
Reports to: Operations Manager / Marketing Coordinator
Available Internships: Spring, Summer, Fall

Urban ReThink is a creative and collaborative hub located in Orlando's historic Thornton Park. By day, enterprising professionals in diverse fields from the arts to technology work in the space as Coworking Members. By night and on weekends, the community is welcomed with a "What will I discover today?" assortment of talks, workshops, and gatherings. Urban ReThink offers Thinkerships for individuals looking to get involved, and space rentals for the community to come together. Urban ReThink is part of the 501(c)(3) nonprofit Urban Think! Foundation which supports local educational, creative, and cultural opportunities.

Urban ReThink seeks an obsessively organized, good-humored Graphic Design Intern. This unpaid opportunity requires 12 - 15 flexible hours a week, primarily on site at Urban ReThink in Downtown Orlando. This intern will gain valuable experience while helping build a sense of community and belonging for a well-respected nonprofit organization.

General Description: The Graphic Design Intern is responsible for digital production of online and print media, supporting Urban ReThink events, while meeting deadlines and working within brand standards.

Obtain perspective and experience regarding a graphic design position within a nonprofit organization.

Work directly with Orlando's thought leaders in the arts, technology and urban development.

Work as a professional ambassador for Urban ReThink and the Urban Think! Foundation.

When necessary, assist with cross-departmental projects to meet objectives.

Be a helpful, flexible, enthusiastic member of the Urban ReThink team.

Fulfill every shift with adequate time management

and productivity.

Become invested in this opportunity – Be resourceful and creative – Take the initiative.

Examples of Duties and Responsibilities:

Produce print collateral for Urban ReThink Signature Series and any special events.

Assist Marketing Coordinator with web-specific graphic needs.

Assist with bumper creation for online video streaming series.

Assist with collateral maintenance and in-space signage.

Design the bi-weekly Newsletter.

Create the monthly calendar listing for distribution.

Assist in brainstorming concepts for upcoming projects and marketing strategies.

Job Function: Advertising/PR/Marketing, Communications/Journalism/Media, Graphic Design, Non-Profit

Approximate Hours Per Week: 10-25

Qualifications: Skills / Qualifications: Must be a degree-seeking student during the time of internships. Must own personal laptop. Proficiency of and personal access to Adobe Creative Suite, specifically InDesign, Illustrator, and Photoshop.

Public Relations Intern

Orlando Ballet

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

- Description:**
- To lead the strategic development and execution of public relations efforts through broadcast, print, digital and social consumer media.
 - To build awareness and create excitement for the Orlando Ballet and Orlando Ballet School (OBS), which will ultimately drive ticket sales and school attendance.
 - Assist Partner with the on-going creation and execution of major broadcast, print, digital and social PR initiatives.
 - Assist with creating on-going news story ideas that (a) appeal to the news media; (b) enhance the OB brand; (c) address key barriers; and, (d) extend paid media campaigns.
 - Help coordinate and execute special and media events for the Orlando Ballet; manage the documentation and social media materials and posts for all events.
 - Help with the development of and draft basic public relations materials, including news releases, media alerts, fact sheets, Q&A's and other materials as needed.
 - Proactively seek story ideas, conduct background research and media lists needed for press releases and media alerts.
 - Insure that all PR initiatives are executed and delivered efficiently and effectively and conducts appropriate follow-up when necessary.

Job Function: Advertising/PR/Marketing, Arts/Entertainment /Museums, Non-Profit

Approximate Hours Per Week: 15 hours/week

- Qualifications:**
- Proven ability to write, preferably for the media audience (please provide samples)
 - Excellent overall verbal and written communication skills
 - Knowledge of ballet or the performing arts preferred
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Fashion Design Intern

JOY CIOCI

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: New York City, New York (Unites States)

Description: DESIGN INTERN

The emerging contemporary women's designer Joy Cioci seeks an enthusiastic, motivated, detail-oriented and organized design intern. The candidate will work directly under the designer and become an active member in the company. Our loft office is located in the heart of Soho in Manhattan.

Responsibilities include, but are not limited to:

- Hand detailed work
- Working with various vendors in reference to fabrics & trims
- General organization of samples and other related information
- Assisting with daily projects from the designer as they arise
- Show prep, fitting and photoshoot assisting

Job Function: Administrative/Support Services,
Arts/Entertainment/Museums, Retail-
Management/Buying/Merchandising

Approximate Hours Per Week: 12 to 16

Qualifications: Requirements:

- Photoshop and Illustrator experience
 - Previous internships in fashion field
 - Can commit to a minimum of three days a week
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Curatorial Intern

Orlando Museum of Art

Position Type: Internship - Undergrad/Grad (Non-MBA)

Location: Orlando, Florida (United States)

Description: Internships at the OMA provide hard-working and dedicated individuals with rare, behind-the-scenes experience and invaluable knowledge. Our hands-on environment allows interns to experience the interconnectedness of our different departments as they collaboratively work to fulfill our mission of fostering an appreciation for and understanding of the art and ideas of our time.

In the Collections and Exhibitions Department, interns should expect to work on a variety of assignments that can include administrative tasks such as online research projects, disseminating information to the public, data entry, drafting and editing object labels, and preparing presentation materials for exhibitions and acquisitions. General duties also include assistance to curators, registrar, and departmental staff.

Job Function: Arts/Entertainment/Museums

Approximate Hours Per Week: 8

Qualifications: Excellent written communication skills are required as well as the ability to work cooperatively with others. Art History or Humanities students within his/her senior year are strongly preferred. Typing at 50 wpm and competent knowledge of Microsoft Word, PowerPoint, Microsoft Excel are required. Experience using the Internet is a must.
