Truro Center for the Arts at Castle Hill is a non-profit arts center on Cape Cod which offers an extensive summer arts program featuring week-long visual arts and writing workshops, arts lectures, poetry readings, gallery exhibitions and special events. Castle Hill’s faculty includes local, regional, nationally and internationally known artists and writers. Workshops are offered in drawing, painting, ceramics, encaustic, photography, printmaking, sculpture, writing, poetry, installation and mixed media arts. The summer workshop program features readings and lectures by leading figures in the arts and humanities, and bi-weekly exhibitions in the Castle Hill gallery. Castle Hill strives to foster the arts by providing a wide range of instruction, exhibitions, events and lectures for arts students, artists, visitors, and the year-round community on Cape Cod.

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Castle Hill offers two types of summer internships: Studio and Arts Administration.

Interns receive hands-on experience in all aspects of the organization’s operations including setting up and assisting with arts workshops, events, fundraisers, and gallery exhibitions. Studio Interns are responsible for assisting the Studio Managers and Visiting Faculty especially in preparing classrooms, events spaces and gallery exhibitions. Additionally, interns assist students and keep the studios and campus grounds organized. Arts Administration Interns support the office staff through helping with customer service, creating and organizing event invitations and mailings, filing paperwork, marketing and development assistance, and performing general office tasks.

Through hands-on learning Interns gain valuable experience to enhance their own art practice or arts administration career in the context of a non-profit arts organization. They meet and work with a wide range of summer arts faculty and students from around the country. They will learn about a variety of art practices, fundraising outreach, preparing gallery exhibitions, event planning, and they will also have opportunities to gain experience in their artistic medium by participating in three summer workshops at no cost. An internship at Castle Hill is a great opportunity to network with a diverse array of arts professionals from all over the country and gain valuable experience working within an active arts community.

**Hours**
20 to 40 hours per week, must be available from June 1st through August 30th.

**Compensation**
All internships are unpaid, however Interns receive the opportunity to take up to three workshops (week-long, half-day) in Castle Hill’s summer program, receive a membership to Castle Hill, and have the opportunity to exhibit artwork in members gallery exhibitions. If you are interested in obtaining college credit for your time at Castle Hill please contact the career, co-op, or internship services at your university or college. If you need further assistance in the process please call us in the office, we are happy to facilitate as much as possible.
Spending the summer on the Cape
The outer Cape is home to many renowned artists, galleries, and art organizations and it is a great place to make artistic connections and to experience firsthand a long-sustained creative community. Castle Hill is surrounded by the beautiful natural environment of the Cape Cod National Seashore. With thousands of summer visitors, it is a thriving place with plenty of part-time jobs available. Castle Hill cannot provide accommodations and renting in the summer requires diligent research and a very early start. If you are looking for housing or employment opportunities please feel free to reference Castle Hill or give us a call in the office, we may have a few leads to pass on. It is not essential but it is desirable to have a vehicle depending on the location of your summer housing; there are local buses that travel on the main road, Route 6, that can drop you off close to Castle Hill.

Requirements

• Ideal candidates will be highly motivated, require minimal supervision, are detail-oriented, and need to be comfortable within a working studio and/or office environment and with the general public.

• Interns must be available to work 20-40 hours per week from June 1st to August 30th, 2019. This includes some weekends and evenings.

• Prior experience working in the visual arts (ceramics, photography, printmaking, painting, drawing, sculpture, etc.) is highly recommended. Some prior knowledge working in an art studio or in an arts administration role is preferred. Castle Hill requires Studio Interns to be actively enrolled in a Studio Art Program. Knowledge of basic computer programs such MS Office and also Adobe Creative Suite is recommended for Arts Administrative interns.

Application Procedures
To apply please send a completed application form, brief cover letter, résumé, and contact information for two references (please include their email and phone number) to: Castle Hill, Internship Program, PO Box 756, Truro, MA 02666.

Intern Application Deadline is May 24, 2019.

Name__________________________________________________________
E-mail_____________________________ Website ____________________________
Street Address _____________________________________________________
City / State / Zip ______________________________________________________
Daytime phone __________________________ Evening Phone _______________________
Permanant Address, if different from above
Street Address _____________________________________________________
City / State / Zip _____________________________________________________
Current College/University Declared Major ________________________________

Which internship program are you applying for?

[ ] Studio [ ] Arts Administration

Areas of Interest:

[ ] Painting [ ] Drawing [ ] Mixed Media [ ] Printmaking [ ] Photography
[ ] Digital Media [ ] Ceramics [ ] Sculpture [ ] Installation [ ] Jewelry/Metals
[ ] Culinary Arts [ ] Poetry [ ] Writing [ ] Encaustic [ ] Kids Programs
[ ] Arts Admin. [ ] Events [ ] Fundraising [ ] Marketing [ ] Graphic Design
Have you attended Castle Hill before?  [ ] Yes  [ ] No

If yes, in what years / studio area? __________________________________________________________________________________________

How did you learn about the Castle Hill?  [ ] Internet  [ ] Job Posting  [ ] Career Fair  [ ] School Career Center
[ ] Family/Friend/Teacher (please include name__________________________________________)
[ ] Former Intern (please include name_________________________________________________)
[ ] Other (Please Specify____________________________________________________________________)

As part of the college internship program you may attend up to three workshops during the summer season. Please browse the Castle Hill website and choose three workshops of interest to you or that align with your Studio Practice.

Workshop Choices:

Course Title ___________________________ Dates________________ Instructor __________________________

Course Title ___________________________ Dates________________ Instructor __________________________

Course Title ___________________________ Dates________________ Instructor __________________________

Internship Statement of Understanding:

I understand Internships are on-the-job training and can provide me with valuable experience. My commitment to the internship requires a strong work ethic. A strong work ethic requires that I be:

Dependable – Arrive on time and at the times I am expected

Responsible – Complete all tasks assigned; promptly and accurately

Self Starter – When assigned tasks are completed; actively seek additional assignments

Communication – Encourage open communication with your supervisor, employees, and the public

In addition, I understand that the failure to maintain the work ethic expected of the position may be grounds for Internship termination.

Signature ___________________________ Date____________________

Please return completed application to:

Truro Center for the Arts at Castle Hill
ATTN: Internship Application
P.O. Box 756, Truro, MA 02666

Phone (508) 349-7511 | info@castlehill.org | fax (508)349-7513 | www.castlehill.org

Application deadline is May 24, 2019

Thank You!