



We are seeking an enthusiastic, hard working student for our Summer Education Internship! Our internship here at MTH Theater offers students the opportunity to gain real world, hands-on experience and knowledge by working with professionals in our education department. This internship provides the chance for our students to be a part of our day-to-day summer camp operations and assist in other aspects of our education program.

Start Date: May 25th

End Date: August 7th

Compensation: \$500

M-F from 8:00am-4:30pm

Position and Duties

I. Camp Administrative

- A. Assist in day to day camp preparation
 - a. T-shirt Distribution and Sales
 - b. Music Folder Compilation (copies, pencils, etc.)
 - c. E-mails/Phone calls as required
 - d. Craft Materials (purchasing, creation, write-ups, etc.)
 - e. Camp Area Preparation/Clean-Up
- B. Assist with parent/student questions/concerns/etc
- C. Assist with staff questions/concerns/assistance
- D. Assist in Curriculum Planning and Material Selection
- E. Have knowledge of First Aid and Student Emergency Contact Information
- F. Oversee the maintenance of all camp areas at the beginning and end of each camp day
- G. Check MTH E-mail Daily
- H. Provide assistance to the Director of Education and MTH Administrative staff on an as-needed basis during the camp week
- I. Participate in as-needed meetings for planning, etc. with MTH Administrative staff
- J. Assist with oversight of check-in/check-out process with K-5 Camps and 6-12th Camps

II. Camp Education

- A. Assist in camp instruction on an as-needed/appointed basis
- B. Provide supervision to students on all excursions, as needed

If you are interested in applying for this internship, please send your resume to **Andrea Boswell-Burns**, Director of Education and Community Outreach, at andrea@mthkc.com.