

## Manhattan Arts Center Summer Education Internship



At the Manhattan Arts Center, we value curiosity, collaboration, and a willingness to grow. We work hard to make sure our workplace feels safe, welcoming, and supportive for all. As our Summer Education Intern, you'll be part of a team culture and work closely with the Education Director throughout your internship. The MAC is a 501(c)(3) Non-Profit Arts Organization.

**Position Title** - Summer Education Intern

**Pay Rate** - Volunteer Credit Hours or MAC Class Credit Hours

**Contract Dates** - June 8, 2026 - July 30, 2026

**Work Schedule** - Monday - Friday, 9:00am - 4:00pm

**Applications due by Thursday, May 7th.**

### **General Job Description:**

The Summer Education Internship is a position that will provide the opportunity to learn administrative, collaboration, and leadership skills. This position is heavily student facing and a dedication to creating a welcoming and inclusive learning environment for everyone is of the utmost importance. Every member of the MAC team has a willingness to learn, as well as a commitment to a safe and equitable work environment. This position reports to the Education Director. Additional duties are listed below.

### **Job Duties:**

- Assist with the planning and leading of daily activities, games, and programs.
- Supervise and mentor students throughout camp/rehearsal.
- Follow and enforce all MACademy policies and procedures.
- Participate in production meetings and training sessions.
- Assist in maintaining an environment that is conducive to promoting learning.
- Communicate clearly and respectfully to students, fellow teaching artists, staff, and teachers, and share questions, comments, or concerns with the Education Director as needed.
- Assist in keeping designated teaching areas clean and safe.
- Other duties as assigned

### **Qualifications:**

- Must be currently enrolled in high school or college, and have experience in theatre of performing arts.
- Excellent interpersonal skills, including communication, teamwork, and collaboration with others.
- Willingness to develop leadership skills and ability to work in a team environment.

- Positive attitude, responsible, dependable, and punctual.

**Hiring Requirements:**

All staff members will be subject to a background and criminal check.

**To Apply:**

Please fill out the following google form.

[Summer Education Internship Application](#)

Please send any questions you may have to the Education Director at [education@manhattanarts.org](mailto:education@manhattanarts.org).