



Ellen Kodadek
Executive & Artistic Director

137-35 Northern Boulevard
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Jo-Ann Jones Arts Education Internship

Flushing Council on Culture and the Arts (FCCA) at historic Flushing Town Hall (FTH) presents multi-disciplinary global arts that engage and educate the global communities of Queens and New York City, in order to foster mutual appreciation. As advocates of arts equity since 1979, we support local, immigrant, national, and international artists, developing partnerships and collaborations that enhance our efforts. As a member of New York City's Cultural Institutions Group (CIG), we serve to restore, manage and program the historic 1862 landmark on behalf of the City of New York. We are committed to arts education and hands-on learning, for the arts-curious, arts enthusiasts, and professional artists. We serve one of the most diverse communities in the world and strive to uphold the legacy of inclusiveness that has defined our community since the Flushing Remonstrance of 1657.

40 years ago, Jo-Ann Jones cofounded Flushing Council on Culture and the Arts in a small storefront in Queens. Through her artistic vision, outreach, community inclusion and fundraising, she turned FCCA into a thriving arts organization that would eventually be housed in Flushing Town Hall. As a graduate of Julliard herself, Jo-Ann Jones always valued arts education programming and immediately offered programs for school students. These are the foundations of the FTH Education Department which currently serves over 30,000 students, teachers, seniors and family members each year. FTH EDU programs include matinees for school students, after-school programs, school residencies and workshops, professional development workshops for teachers and artists, workshops for seniors, and weekend family festivals, workshops and shows. Our programs celebrate our diverse Queens community while enriching the dignity of students of all ages.

The **Jo-Ann Jones Arts Education Internship** is a part-time internship (some evenings and weekends) which reports to the Director of Education and Public Programs and is responsible for assisting primarily with FTH's school and family performance series and TAP (Teen Access Programming).

Responsibilities:

- Build relationships with public and non-public schools and senior centers to increase their use of FTH's 2019-2020 school shows and family shows.
- Assist with coordinating school-day matinee performances including school check-in and payment, audience management, pre-show welcome, and facilitating post-show Q&A with performers.
- Provide administrative support including data management, payment requests, invoicing, purchase orders, program reports, photo releases, and post-show surveys.
- Visit schools and senior centers to promote FTH school and family shows.
- Develop activities for study guides.
- Assist in researching new work for future educational or family programming.
- Support other departments when needed.
- Report directly to the Director of Education and Public Programs, and in collaboration with the Education and Public Programs Coordinator, and the Education and Public Programs Administrator.

*Flushing Town Hall (1862) is a New York City landmark and is listed on the National Register of Historic Places.
In 1996 the facility became an officially designated cultural institution in the City of New York.*



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Qualifications:

- Internship is open to undergraduate or graduate students in arts education, arts administration, performing arts, folklore, cultural anthropology and education.
- Students should be familiar with NYS Common Core Learning Standards and/or NYC Blueprints for Teaching and Learning in the Arts.
- Organized self-starter, with strong time-management skills.
- Excellent public speaking, interpersonal, and writing skills.
- Must be available to work some evenings and weekends.
- Positive collaborator, open to learning and feedback.
- Artistic and cultural experience a plus.
- Multilingual skills a plus (Mandarin, Korean, Spanish, etc.).
- Intern must be available for 14 hours per week from September to December 2019, with the possibility of renewal for January to June 2020.

Application Instructions:

- Cover letter that outlines how your background and expertise will fit in with our programs
- Resume
- Contact information and relationship for 3 references

For consideration, please submit materials to Gabrielle Hamilton, Director of Education & Public Programs, via email at gghamilton@flushingtowhall.org with "Jo-Ann Jones Arts Education Internship" in the subject line. No phone call or mail submissions. Flushing Town Hall is an equal opportunity employer.