

Teaching Artist Internship Overview

Overview of Summer

Over the next three months, you will learn the essential skills and tools needed for non-profit program administration. We will begin by expanding your professional network, creating a group of advisors and mentors within the SCT community. Once you establish an understanding of SCT's team, you will learn what they do and develop fundamental skills in data operations management, customer service, and problem solving.

The quality of this learning experience relies on active engagement in tasks, meetings, and administrative projects. This is a rich opportunity to put theoretical knowledge in practice and learn experientially. Your hands-on experiences and fieldwork will be culminate in a task portfolio that provides samples of documents and projects you've worked on.

Objectives for the Summer

Essential Questions

- How do program managers plan and execute a large-scale summer camp program?
- What practices do administrators employ to promote engagement, motivation, interest, and support for teaching artist faculty, students, and guardians?
- What are my personal values/interests around office culture and administration?

Skills/Dispositions to Support Your Time in the Program

- Attitude of inquiry about administration, program execution, and management
- Self-initiative
- Self-reflection
- Professional ethic (please be reliable, communicative, punctual, engaged)

Core Values of Learning at SCT

1. *Model and Live in the Spirit of Inquiry* – Excellent administrative professionals position themselves as learners. They are curious to understand the *why* and seek to support the needs of every important stakeholder in our programs, like students, guardians, and teaching artists. Administrators will engage in self-discipline, assessment, reflection, and collaboration.
2. *Try. Learn. Reflect. Try Again* – This is the time to try new and first-time approaches to tasks. If it doesn't work out, that is okay! Learn from it, and try again. Innovation comes from reflection and persistence.
3. *Be Aware of the Big Picture* – Being on the administrative team at SCT provides a lens that sheds light on the experience of camp programming, both broadly in the TYA field and specifically in Seattle. These perspectives are vital to constructing a meaningful, well-rounded experience. Be mindful of the intersecting identities of each student and family member and consider anti-oppression tools when providing support.

Program Overview

Week 1

Skill: Networking

Week 2

Skill: Understanding Data Management

Week 3

Skill: Understanding Program Administration & Daily Routine

Week 4

Skill: Sustaining Program Routine

Week 5

Skill: Sustaining Program Routine

Week 6

Skill: School Year Programs Exploration

Week 7

Skill: Engagement Programs Exploration

Week 8

Skill: Collaboration in the Arts

Week 9

Skill: Administrative Capstone

Week 10

Skill: Administrative Capstone

Week 11

Skill: Celebration and Reflection