**Wild Rose Moon Performing Arts Center**

115 N. Michigan St.
Plymouth, IN 46563
(574) 276-1185

wildrosemoon@gmail.com

INTERNSHIP PROGRAM INFORMATION

The Wild Rose Moon Performing Arts Center offers internships at our venue in Plymouth, Indiana. The internship program is designed to provide students and recent graduates with professional experience in the area of arts and culture in a nonprofit organization.

Eligibility: Generally, students must:

* Be at least 16 years of age and attend an accredited educational institution, including but not limited to; high school, trade school, technical or vocational institute, junior college, college, university, or graduate school.
* Have permission from the institution at which he/she is currently enrolled to participate in internship program.
* Be enrolled not less than half time in a course of study related to the work to be performed.

General Information: Interns general work an average of 10 hours a week during an 14-week internship period. Interns may receive academic credit if an agreement is made between the Wild Rose Moon and the intern’s college or university.

Compensation

The Wild Rose Moon cannot provide compensation or housing for the internship program, however, students receiving outside funding (such as a grant) or school credit for the internship are encouraged to apply.

Application Procedures: Candidates must complete an application form and submit it with their cover letter and resume.

Send Applications To:

George Schricker

wildrosemoon@gmail.com

***What is Wild Rose Moon Performing Arts Center?***

Wild Rose Moon is a dynamic performing arts center in Plymouth, Indiana that hosts live performances by regional, national and international touring acts, and produces a variety of audio, video and print materials for promotion, marketing, and education, including the Wild Rose Moon Radio Hour that airs once a month on WVPE (our regional NPR affiliate), and is currently in production on “To the Moon and Back”, a video/television program featuring performance and interview. Interns at the Wild Rose Moon join our team of professional media producers and technicians, and acquire a broad range of skills and experiences.

***What Is the Focus of our Intern Program?***

We strive to provide an experiential academic experience in which a student has intentional learning goals/objectives with measurable outcomes. These learning goals/objectives may include:

* Academic Learning: the student may apply and test knowledge learned in the classroom to a professional work environment.
* Career Development: the student may explore a specific field of interest, expand his or her professional network and gain and understanding of the qualifications and duties involved in a specific profession or career field.
* Skill Development: the student gains an understanding of the transferable skills and knowledge required for success in a professional work environment and integrates those skills in their academic learning.
* Personal Development: the student gains decision-making skills, self-confidence, business savvy, ethics, and teamwork required for success in a professional work environment.

Our internship is designed as an exchange. The student agrees to complete work that will benefit the Wild Rose Moon, and in return is offered the opportunity to learn new skills, expand her or his knowledge of a particular field and explore career options. At the Moon, we place great value on our student interns; interns bring enthusiasm and new ideas into our venue, and make it possible for us thrive as a non profit center for the performing arts. And for our part, we have a strong commitment to education and want to help mentor and train students to assume a responsible role in society.

***How do interns benefit from their time at the Moon?***

We offer the intern relevant work experience in a professional setting where they will immediately contribute to our mission through job responsibilities and assignments. Our program also helps interns develop as professionals through regular critiques and technical assessments, soft skill development, and participation in meetings with administrative and technical staff. The learning opportunities at “The Moon” afford interns insight into the industry and a place to grow beyond work assignments.

***What candidate strengths is the Moon looking for?***

Most importantly, we are looking for interns who appreciate and enjoy music and performance, and are motivated to develop as a citizen and a professional. Our ideal candidate will have a strong sense of responsibility and at least some experience in digital media, writing, social media, or similar areas. Experience with Microsoft Office and Adobe Creative Suites (such as Photoshop, Premiere Pro, and InDesign) or similar programs is not necessary, but will be helpful.

***What Internship Opportunities Are Currently Available?***

**Media Intern:**

Media interns perform a variety of tasks in support of live music performance and audio/video programming, and may include

* Digital audio mixing during live performances, including gain and level adjustment, equalization, monitor mixing, and bus assignment. Applying critical listening skills and artistic judgment to produce a balanced, pleasing mix for the house.
* Edit video on Adobe Premiere, including assembly, editing, color correction, effects, audio, titles and media export. Produce finished video projects with concern for timing, pacing and continuity.
* Operate video cameras in studio and on location with concern for standard shot composition and “on-air” camera movement.
* Support live performance events, including stage direction, interacting with the public, and providing basic information about the community and the Wild Rose Moon mission.
* Assist the in-house equipment manager with the proper care and maintenance of audio and video equipment and technology, including cleaning, inspection, battery maintenance, and routine procedures.

**Marketing Intern:**

Marketing interns work with our team on projects centered on fulfillment of our mission, including

* Tracking activity and analytics of social media, and assist in the development of social media campaigns
* Development of a media list of local and regional newspapers, weeklies and magazines, and event bloggers.
* Writing public service announcements and press releases
* Assist in strategizing new ways to reach core markets across multiple digital mediums
* Assist in the identification, planning, and implementation of new marketing campaign strategies
* Write, design and coordinate distribution of WRM performance marketing materials
* Strategic development and maintenance of database of patrons and donors
* Work with designers and media production staff in the development of audio, video, print and web content.
* Assist with the support of live performance events, including interacting with the public and providing basic information about the community and the Wild Rose Moon mission.

**Other Intern Opportunities:**

Opportunities abound at the Moon, and we are certainly open to discussing internships in other concentrations, including graphic design, communication, journalism, and more. For more information, please contact us at wildrosemoon@gmail.com.

**Wild Rose Moon Performing Arts Center**

Intern Application Form

**Personal Information:**

Name(s) of Internship(s) Applied For:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred method of contact and contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Information:**

Current College/University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year in School:

\_\_\_\_Freshman \_\_\_\_Sophomore \_\_\_\_Junior \_\_\_\_Senior \_\_\_\_Graduate \_\_\_\_Other

School Advisor or Internship Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you receive course credits for this internship? \_\_\_\_Yes \_\_\_\_No

1. What area are you most interested in?

* Media
* Marketing
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Experience/activities relevant to the internship(s) for which you are applying:

2. Why you would like to work as a Wild Rose Moon intern?

**Availability Information:**

Session Length: \_\_\_\_\_\_Semester \_\_\_\_\_\_Summer \_\_\_\_\_\_Other

Months available (Minimum requirement is 3 months):

\_\_\_\_\_\_January \_\_\_\_\_\_February \_\_\_\_\_\_March \_\_\_\_\_\_April \_\_\_\_\_\_May \_\_\_\_\_\_June

\_\_\_\_\_\_July \_\_\_\_\_\_August \_\_\_\_\_\_September \_\_\_\_\_\_October \_\_\_\_\_\_November \_\_\_\_\_\_December

Please indicate time available for internship

(Interns typically fulfill between 10-16 hours per week.)

Hours Available (if you are unsure, leave blank)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday  | Saturday |
| AM |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |

Maximum hours per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date available to start\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(You may wait to sign until you have been accepted)

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_