



## Passaic County Department of Cultural & Historic Affairs

### Teen Arts Festival Internship

The Department of Cultural & Historic Affairs (DCHA) is responsible for supporting the arts, history, and historic preservation for the County of Passaic. The DCHA plays a leading role to help build a flourishing cultural environment that benefits and distinguishes Passaic County as a cultural destination. The Department seeks to expand opportunities for arts and history organizations in hopes to increase public accessibility and awareness while promoting heritage tourism.

The DCHA encourages public participation in Passaic County's heritage through its various programs and partnership with historic sites all over the County. The County owns various historic sites which include the Dey Mansion, Lambert Tower, Lambert Castle, John W. Rea House, Westervelt-Vanderhoef House, the County Court House, the County Court House Annex, Goffle Brook Park, and Garret Mountain Reservation. The Department is also charged with the ongoing endeavor of preserving and maintaining these sites for the benefit of our future generations.

We are seeking an intern to support our office and members of the festival committee in the coordination and the implementation of the 2019 Passaic County Teen Arts Festival taking place at William Paterson University on May 10, 2019.

This one day Festival is open to all high schools in Passaic County and will offer workshops in dance, vocal music, instrumental music, and theater, and will accommodate up to 350 students. Schools are required to register in advance with a pre-determined number of students for each workshop. Schools will begin arriving at 8:00am and will depart at 3:00pm on Friday May 10, 2019.

## **About the Internship**

The Teen Arts intern will assist our department in the following ways:

- The retrieval and recording of registration applications from schools via the Teen Arts Festival email;
- Responding to Teen Arts Festival inquiries in a timely manner;
- Notifications of registration deadlines, incomplete registrations, etc;
- Participating in the Teen Art Festival planning meetings;
- Event planning and coordination of festival workshops;
- Prepare any needed materials such as: name-tags, materials, packages, gift bags, and registration lists
- On-site assistance to both staff and presenters on the day of the event

The Teen Arts Festival Intern must possess the following Qualities:

- Excellent communication skills
- Proficient with basic computer skills
- High organizational skills
- Ability to work in a team so that the job can be effectively carried out
- Excellent interpersonal skills both in person and by phone, with high professionalism

The Intern is expected to devote at minimum 10 hours a week until the day of the event

To apply for this position please send a resume and cover letter to:

Jessica Bush, Assistant Director  
County of Passaic  
Department of Cultural & Historic Affairs  
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973-706-6640 ext. 2243