



College of Adaptive Arts Internship Application

Contact Information:

Name:

Email:

Cell Phone Number:

Internship Requirements:

- Internships are being offered to college students and recent graduates to gain professional work experience and receive college credit
- All Interns are required to attach a resume with work experience, and classes.
- All internships are unpaid and are a 4 month - 1 year commitment (1-2 CAA quarters which are 9 weeks each)
- Interns can choose one or multiple areas of interest. For example, Event Planning, Arts Education, Theatre Tech, Film Tech, or Educational Administration
- All Interns are required to be fingerprinted and take a TB Test
- All Arts Education, Administrative, and Studio Management Interns will be required to be CPR and AED trained.

General Questions:

1. What internship(s) are you interested in pursuing and why?
2. What goals do you want to accomplish with a CAA internship?
3. What new job skills would you like to learn and why?
4. What interests you about College of Adaptive Arts?
5. Why do you want to intern at College of Adaptive Arts?
6. What experience do you have working with people with special needs?

Personal Interest Questions:

1. What do you love most about arts and education and why?
2. What is the most rewarding job, internship or volunteer opportunity you have had and why?
3. What experience have you had with team building and problem solving at a job, internship or while volunteering?
4. What are ways that arts and education can make a positive impact on society?
5. What is your major? What is your favorite part about your major?
6. What are your favorite hobbies and activities?

Thank you so much for your interest in the College of Adaptive Arts. We look forward to receiving your Internship Application form.

If you have any questions, please email info@collegeofadaptivearts.org or call the CAA site number at (408) 384-8674.

Please email your completed form to info@collegeofadaptivearts.org or you may mail it or drop it off at:

College of Adaptive Arts
1401 Parkmoor Ave., #260
San Jose, CA 95123.



College of Adaptive Arts Internship Opportunities

Film Tech Support Internship (Immediate Need):

- Assist CAA film and photography instructor with editing for class films and event films
- Assist CAA film tech team with CAA's "Celebrate Abilities!" Film Festival
- Assist with filming at CAA events (CAA Golf Tournament, CAA Holiday Choir Concert and Graduation Ceremony, CAA Annual Musical, CAA Staff Showcase, and CAA workshops)
- Assist CAA Film Instructors with class film projects (costumes, makeup, sets, lighting, props etc.).

Theatre Tech Support Internship (Immediate Need):

- Assist CAA Theatre Tech Team at CAA Community Events (CAA Holiday Choir Concert and Graduation Ceremony, CAA Musical, CAA Disability Film Festival and CAA Staff Showcase)
- Assist CAA Theatre Instructors with theatre tech for class showcase performances (costumes, makeup, sets, lighting, props etc.)
- Assist CAA Theatre Tech Team with power points and equipment for events
- Assist with tech for the CAA Annual Musical (costumes, makeup, sets, lighting, props etc.).

Administrative and Studio Management Internship:

- Assist CAA Dean of Instruction and CAA Site Management team with CAA's online class/workshop registration site, and CAA site tours
- Assist CAA Staff, CAA Students, and CAA Community members with registration processes where needed
- Assist CAA Dean of Instruction with development of CAA site materials (class materials, new student information, registration documents)
- Assist with development of processes for the CAA site to maintain clean and organized class and administrative spaces
- Assist CAA Dean of Instruction and CAA Site Management team with site maintenance reports and related duties
- Assist CAA Dean of Instruction and CAA Site Management team with development and implementation of safety procedures and protocols
- Assist CAA Dean of Instruction with student invoicing processes and related data management
- Assist CAA Dean of Instruction with management of attendance and student credit data
- Assist CAA Dean of Instruction with ongoing development of online and Excel-based tools for student data management.

Marketing Internship:

- Assist the CAA Board Marketing Leadership Team with events on social media sites which include CAA's Facebook, Twitter, and Instagram accounts (CAA Disability Film Festival, CAA Staff Showcase, CAA Golf Tournament, CAA Holiday Choir Concert and Graduation Ceremony)
- Periscope and tweet live at CAA events
- Create surveys for CAA classes, CAA events and real-time on-site data measures for perception change during CAA community performances
- Assist the CAA Board Marketing Leadership Team with CAA's Marketing Plan.

Development/Fundraising Internship:

- Assist the Executive Director with fundraising and grants
- Assist the CAA Board with fundraising events (CAA Golf Tournament and CAA Ask Breakfast)
- Assist CAA Event Planner the day of CAA Events
- Assist the Executive Director with CAA's fundraising online event registration database
- Assist CAA's Executive Director with social media crowd-funding.

Event Planning Internship:

- Assist CAA Event Planner and Executive Director with the planning of CAA community events (CAA Disability Film Festival, CAA Holiday Concert and Graduation Ceremony, CAA Musical, and CAA Staff Showcase.)
- Assist CAA Event Planner and Executive Director the day of CAA events (CAA Disability Film Festival, CAA Holiday Concert and Graduation Ceremony, CAA Musical, CAA Golf Tournament, CAA Ask Breakfast and CAA Staff Showcase.)
- Assist CAA Executive Director with CAA fundraising events (CAA Golf Tournament, CAA Ask Luncheon)
- Assist CAA Event Planner with outside workshops and workshops in classes
- Assist CAA Director of Communications with CAA monthly lounge nights
- Assist with event registration
- Assist CAA Executive Director and CAA Event Planner with volunteer recruitment
- Assist CAA's Executive Director with CAA's event online registration database.

Arts Education Internship:

- Assist CAA students and instructors in classes in of interest (CAA has 8 schools of study: Theatre Arts, TV/Film, Visual Arts, Communications, Health & Wellness, Dance, Music, Science &Technology, plus the Media & Resource Library)
- Assist CAA instructors with development and delivery of class curricula
- Assist in development and delivery of individual learning workshops
- Assist in collaborative outside workshops
- Assist at community performances
- Assist at events, such as CAA's annual film festivals, graduations, showcases, and musicals.