

# Summer Internships



25 N. Market Street,  
Cortez



## Applications now being accepted.

*The mission of the Cortez Cultural Center is to provide programs that enrich the lives of our community and its visitors by increasing cultural awareness, promoting the arts, and educating about the area's history, diversity and natural environment.*

We understand the value of experience when combined with education, and we have paid internship opportunities this summer to provide that experience.

No background or previous experience is necessary—just a passion for the work we do and a desire to be a part of it.

**Deadline for  
application submission  
is May 3 1st.**



## Internship Programs

The Cortez Cultural Center has internship opportunities both during the school year and over the summer to provide students with hands on experience in our Art Gallery, Community Coffeehouse, and Native American Dance program.

No background or previous experience is necessary—just a passion for the work that we do and a desire to be a part of it. We will do our best to help you curate an experience that will fit your unique areas of interest and will give you the tools to set yourself up for success.

### BARISTA INTERNSHIP PROGRAM

*In the Community Coffeehouse, we provide a cozy, welcoming place, where residents and visitors can gather and enjoy a good cup of java, locally made pastries, and lively conversation. Interns/apprentices will learn organizational and leadership skills in their interactions with the community as a Coffeehouse Barista.*

**Social Skills:** Interns learn to polish up their communication skills and collaborative team building in their interactions with the general public and Cultural Center staff and other volunteers.

- Develop conversation skills: (talking with adults and peers, listening skills; meet interesting people and develop networking skills).
- Build life skills; increase confidence and develop a positive work ethic.
- Practice kindness, empathy, and support as you build relationships with your teammates, Center staff, and other volunteers; learn how to work as a team and learn from one another.
- Meet business leaders and other successful people who are willing to help out and offer guidance
- Inclusion (all interns are welcome and safe at the Cultural Center).
- Mentoring/mentee relationship building.

### Marketable Job Skills:

- Barista Training (learn all about coffee, the different beans, grinds, and brewing methods; latte “art;” how to run a coffee shop, and what it means to be a “Community Coffeehouse.”)
- Cash handling and POS skills.
- Customer service skills.
- Learn safe food handling skills, maintenance of equipment, supply ordering, and space functionality.

### NATIVE AMERICAN DANCE PROGRAM: PERFORMANCE ASSISTANT/ INTERN

*For more than 20 years, the Native American Dance Program at the Cultural Center has delighted visitors and locals, alike, and educated participants about the diverse indigenous cultures in the Four Corners region. The program also provides Indigenous families with needed supplemental income and has helped ensure that cultural traditions be passed on to future generations. The dances are offered throughout the Summer in the evening in the Center’s Plaza and Dance Circle.*

### Program Skills:

- Work directly with the performers and learn how to assist with set-up and tech.

- Learn the cultural traditions and have direct, behind-the-scenes experience with the performers.
- Work with the public to make sure the dances go smoothly and everyone feels included.
- Help facilitate payments to the performers and closing duties.

## **GALLERY ASSISTANT PROGRAM**

*The Cortez Cultural Center (CCC) currently has a gallery/ exhibition space to promote and highlight the work of local area Artists. The exhibits will enable the public and visitors to our region to view and purchase the work.*

Are you a high school student with a passion for art and creativity? Are you looking to gain hands-on experience in contemporary arts and culture? In this Internship program you will have the opportunity to immerse yourself in the art world. Whether you're interested in visual arts, or gallery exhibit curation, this program offers unique opportunities for young artists to explore their potential and make valuable connections in the Montezuma County art community.

Learn hands-on gallery curation and installation practices from the Center's Executive Director; enjoy stimulating discussions with artists and engage in collaborative projects. Participants not only gain insight into the art world but they work on developing their own creative voices. This program equips students with the skills to curate exhibitions and opening events, fostering a deep appreciation for art history and contemporary trends.

This opportunity provides an understanding of all gallery operations and exhibits and fosters a profound connection to the cultural heritage housed within the Cortez Cultural Center's walls.

## **ABOUT INTERNSHIP APPLICATION:**

- Internships are open to all Montezuma County high school or college students.
- The Cultural Center has openings for 6-8 Interns this Summer. Applicants will be selected based on their enthusiasm, interest, and commitment to making a difference in their community.
- Interns are paid \$15.00 per hour while working as a Cultural Center Intern. (Trainings and meetings outside of Cultural Center facilities and hours are not reimbursed.)
- Once applicants submit their paperwork, entry interviews are conducted regarding their initial interests.
- Once selected, the programs are tailored to each Intern's interests and needs.
- Intern supervision and guidance will be provided by Cultural Center management and staff. Each student will "job shadow" and be assigned a specific project to complete with real-time goals and objectives. Weekly check-in meetings with managers will evaluate progress, offer feedback, and provide further instruction. Inter-program intern meetings with the coordinators and Senior Volunteers will provide community building and expanded learning about career opportunities in non-profit management, administration, and operations, if interested.
- Interns are required to keep a journal of their thoughts and experiences over time as part of their Internship documentation and training.

Deadlines for application submission is May 31st; programs begin on Tuesday June 11, 2024 with training and orientation on Saturday, June 4<sup>th</sup>. PDF Application attached or contact Shere Holleman, Executive Director, at [shere@cortezculturalcenter.org](mailto:shere@cortezculturalcenter.org).



## Internship Application

*The Cortez Cultural Center is Home to the Creative Spirit, Cultural Heritage, and Natural Wonder of the Four Corners Region*

Name \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Birth Date: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

What interests, skills, experience, or education do you have that you would like to share with the Cortez Cultural Center?

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Have you volunteered or been an Intern before? Yes \_\_\_\_\_ No \_\_\_\_\_

Please briefly describe any previous internships or volunteer experience:

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Please specify why you are interested in the Cortez Cultural Center and which internship fits you. (Write on back if needed.)

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What hours would you be available to work this summer? The Center is open 10:00-7:00 June through August

\_\_\_\_\_ Day[s] of the Week: \_\_\_\_\_

Would you be available to work during the evening Native American Dances? 5:00 to 7:00 pm? \_\_\_\_\_

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