



Student Internship Application

Rutgers University
Department of American Studies
131 George Street
Ruth Adams Building Room 201
Dr. Maria Kennedy maria.kennedy@rutgers.edu

Name

Address

City

State

Zip

Email

Phone

What is your current standing at Rutgers (sophomore, junior, graduate student, etc)

RUID

GPA

Faculty Recommendation: Please list a faculty member we can email or call if we want to follow up on your application in any way. They do not need to write you a letter, but they should be willing to advocate for you. Please ask their permission to list their name before submitting your application.

Festival Information

The New Jersey Folk Festival

The New Jersey Folk Festival is a large-scale, multi-faceted educational event that attracts approximately 15,000 people annually and is free and open to the public. For more than 45 years, the American Studies Department has partnered with community groups to feature the vibrant cultures of New Jersey. For more than 10 years, the festival has been a cornerstone of Rutgers Day, occurring on the last Saturday in April.

NJFF 2021 Theme

The theme of NJFF 2021 is "Oaxaca," celebrating the culture of this state in southern Mexico rich with indigenous traditions and honoring the large Oaxacan community now resident in New Jersey. Due to the cancellation of the festival in 2020 during the COVID-19 pandemic, we will be continuing with the 2020 Oaxaca theme in 2021. Students with interest in Mexican and Latinx cultures, and with Spanish language ability are encouraged to apply.

NJFF Interns

Rutgers students are vital to the planning and staging of the festival under the direction of Rutgers faculty, and they receive internship credit. This public humanities event gives students valuable practical experience for their resumé, working in a variety of curatorial, logistical, and administrative positions. The festival internship counts towards a new certificate in Curation and Cultural Programming offered by the American Studies department: <https://amerstudies.rutgers.edu/academics/undergraduate/certificates>

For More Info: www.njfolkfest.org

TO APPLY: Submit this application via email by April 24, 2020 to:

Dr. Maria Kennedy: maria.kennedy@rutgers.edu

**Interviews will take place
the first week of May**



Internship Requirements

Interns commit to a full academic year of responsibilities leading up to the festival. By applying, you indicate that you are willing to commit to these requirements:

- **Fall Semester mini-course (1.5 credits).** Class meets Mondays from 5:30-7pm, with several events outside of regular class meeting time.
- **Spring Semester Festival Management Course (3 credits)** . Class meets M/W 5:35-6:55pm and several mandatory events outside of class, most importantly, the Festival day of *Saturday April 24, 2021* and extra commitments during the week leading up.

NJFF Internship Positions

Please indicate the top 2 positions you are interested in. Indicate preference on following page.

Admin Team

Volunteers and Alumni: Coordinates volunteers and interfaces with alumni. Communication and event planning experience desired.

Finance and Sponsorship: Manages day-to-day bookkeeping. Accounting experience or coursework preferred.

Craft Vendor Coordination: Manages solicitation and selection of commercial juried craft vendors. Business or Arts experience desired.

Food Vendor Coordination: Manages solicitation and selection of commercial food vendors and food service for staff and artists. Business, Food Science, or Hospitality experience preferred.

Production Team

Tech / Logistics: Coordinates technical infrastructure, including sustainability, health and safety, and site planning issues. Engineering, Public Health, or Logistics experience desired.

Stage Production Assistant: (up to 2) Assists Stage Production Manager and Tech and Logistics coordination. Manages smaller stages on the day of the event. Stage Tech or Performance experience desired.

Stage Production Manager: Coordinates stage management and ADA-Accessibility for all stages. Manages main stage on the day of the event. Stage Tech or Performance experience desired.

PR Team

Editorial: Coordinates content and messaging for PR team. Manages PR Schedule. Journalism, Communication or Writing experience preferred.

PR and Social Media: Implements content and messaging on PR and Social Media platforms. Journalism, Communication, or Writing experience preferred.

Web and Graphic Design: Implements design protocols in all festival publications and PR. Updates and maintains festival website and creates new web-based content. Graphic Design experience in Adobe programs required. Web design and Wordpress experience preferred.

Audio /Visual: Manages photo and video archives and is responsible for coordinating photography and video on festival day. Photography/Videography experience preferred.

Curatorial and Community Team

Curatorial: Coordinates cultural interpretation and creates interpretive festival signage. Writing/Culture/Arts experience preferred.

Artist Relations: Coordinates databases, contracts, and communication with artists. Writing/Culture/Arts experience preferred.

Interactive Experiences: Coordinates interactive educational experiences for children and adults related to festival theme. Education experience preferred.

Community Outreach: Coordinates communication and collaboration with community groups, especially those related to the festival's theme.

Applicant Questions

1) Please explain why you are interested in the positions you've indicated
Position 1

Position 2

2) What work, life, or educational experience do you have relating to these positions?
Position 1

Position 2

3) **Team Leader Positions:** Each Team will have a student team leader, whose responsibilities include coordinating the work of their team and reporting to the directors. If you are interested in a team leader position, please indicate *why* and *what strengths you would bring to the role*.

4) What languages other than English do you speak, read or write? Indicate level of proficiency:

5) Are you interested in working on the folk festival for more than one year?