

**Company Name:** The Performing Arts and Recreation Center (PARC) Foundation

**Company Background:** The Performing Arts and Recreation Center (PARC) Foundation is a non-stock non-profit performing arts organization, with the vision to uplift the Filipino youth through performing arts.

Established in December 2015, PARC has provided rental spaces for different forms of performing arts: from dance workshops, to music rehearsals and even improv classes. Our motivation is to erase the “starving artist” stigma, which is associated with artists having low income, high expenses and insufficient support. In the beginning of 2018, we have launched PARCaralan, a free music education program which aims to equip underprivileged youth to have a future career in performing arts.

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**Creatives:**

- Create posts based on awareness campaign plan and Facebook content calendar
- Conceptualize photoshoots
- Conceptualize educational vlogs
- Conceptualize heartwarming viral videos
- Shoot and edit materials such as pictures and videos
- Style PARC events

We are in need of interns specializing in the ff.:

1. Graphic Design
  2. Editing
  3. Photography and Videography
  4. Conceptualizing
  5. Copywriting
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**Outreach:**

- Assist the students and teachers during classes
- Organize materials used in classes
- Monitor and report on attendance, conduct, and school grade of the students
- Propose ideas to improve the program
- Promote the program
- Provide the students support and encouragement

We are in need of interns specializing in the ff.:

1. Committed to Creating Positive Societal Change
  2. Patient and Emphatic
  3. Love helping kids
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### **Marketing & Events:**

- Create an awareness campaign plan
- Create a Facebook content calendar
- Help look for patrons for space rentals
- Help build relationships with more performing artists
- Help build connections with schools / youth orgs
- Conceptualize, promote, and facilitate PARC events
- Help look for sponsors and donors

We are in need of interns specializing in the ff.:

1. Social Media management
2. Event planning
3. Coordination
4. Production

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### **Qualifications:**

- **Currently enrolled in a University**
- **Minimum OJT hours equivalent to 2 months**
- **Good communication skills**
- **Good organizational skills**
- **Can work flexible hours**
- **Basic knowledge of Microsoft applications (Excel, Word, etc.)**

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### **Contact Details:**

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