



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities

Leisure & Hospitality

DSimone Artistry Salon & Spa

129 Broadway Elmwood Park NJ 07407

Business Management Intern, In-person, 2 open positions

Overview of Position

DSimone Artistry Salon & Spa is a Textured Focused Salon located in Elmwood Park, NJ. We specialize in providing exceptional hair and skin services to our clients, creating a relaxing and luxurious experience. As part of our commitment to nurturing talent and fostering growth, we are offering an internship opportunity for individuals interested in gaining hands-on experience in the business side of the salon industry.

As a Salon Business Intern, you will work closely with our salon management team to gain insights into the day-to-day operations of a thriving beauty business. This internship is designed to provide exposure to various aspects of salon management, customer service, marketing, and administrative tasks.

Responsibilities/Duties/Projects

Business Management Intern duties can include the following:

Assist with Administrative Tasks:

- Provide support in managing appointment schedules, client records, and other administrative duties.
- Help maintain a clean and organized salon environment.

Customer Service:

- Interact with clients to ensure a positive and welcoming experience.
- Assist in addressing client inquiries, feedback, and concerns.

Marketing and Promotions:

- Contribute to social media initiatives, including content creation and scheduling posts.
- Assist in the development and implementation of promotional events and marketing campaigns.

Inventory Management:

- Work with the team to monitor and manage salon inventory, including beauty products and supplies.

Observation and Learning:

- Shadow and learn from experienced salon professionals, gaining insights into industry best practices.

- Attend team meetings and training sessions to enhance knowledge of salon operations.

Business Development:

- Contribute ideas for business growth and improvement.
- Assist in researching market trends and competitor analysis.

Desired Majors

Business, Entrepreneurship & Human Resources, Communications, Science, Information Systems & Technology, Humanities & Languages, Manufacturing, Production, and Skilled Trades, Technologies & Technicians

How To Apply

Send resume, cover letter, and transcripts to hello@dsimoneartistry.com

Ferrell Studios

12 Mohican Drive, Middletown, NJ 07748

Arts Education Intern, Hybrid, 1 open position

Overview of Position

As an Arts Education Intern at Ferrell Studios, you will contribute significantly to our educational initiatives. This role provides a unique opportunity to be directly involved in arts education, supporting the development and delivery of our programs. You will assist in coordinating educational activities, interact with students and instructors, and gain invaluable experience in the field of arts education and administration.

Responsibilities/Duties/Projects

Arts Education Intern duties can include the following:

- Assist in organizing and managing our educational programs, including workshops, classes, and summer camps.
- Perform administrative duties related to arts education, such as maintaining records, managing schedules, and handling correspondence.
- Conduct research on arts education trends and contribute to outreach efforts to expand our student base.
- Develop curriculum and lesson plans for new or existing performing arts classes, both virtually and in-person
- Teach workshops, classes, and lessons, both virtually and in-person, to children and teens ages 7-16
- Assist educational staff with student management
- Participate in professional development opportunities pertaining to arts education

- Attend staff meetings as scheduled

Desired Majors

Arts & Design, Education

How To Apply

Send resume send transcripts to info@ferrellstudios.com

Theatrical Production Intern, Hybrid, 3 open positions

Overview of Position

We are seeking enthusiastic and talented Production Interns in four specialized areas: Design, Directing, Music Direction, and Stage Management. These roles are crucial for the successful production of our musicals. Interns will work closely with experienced production staff, gaining hands-on experience and contributing creatively to our shows.

Responsibilities/Duties/Projects

Theatrical Production Intern duties can include the following:

- Common Responsibilities for All Production Interns:
- Collaborate with the production staff of children's and/or adult musical productions.
- Complete tasks in the assigned production department as needed.
- Attend 2-3 rehearsals per week, plus all technical rehearsals and performances.
- Participate in production staff meetings 1-2 times per week.

Additional Responsibilities for Each Specialization:

1. Design Intern:

- Assist in the design of sets, costumes, lighting, or sound, depending on area of interest.
- Help in sourcing materials and constructing design elements.
- Work alongside the design team to bring creative visions to life.

2. Directing Intern:

- Support the Director in various stages of the production process.
- Assist in directing scenes, providing feedback to actors, and helping with blocking.
- Contribute to creative discussions and decision-making processes.

3. Music Direction Intern:

- Assist the Music Director in rehearsals, vocal coaching, and musical arrangements.
- Help in managing musical scores and preparing rehearsal tracks.
- Work with performers to develop their musical and vocal skills.

4. Stage Management Intern:

- Assist the Stage Manager in all aspects of stage management.
- Help coordinate rehearsals, manage backstage activities, and maintain rehearsal notes.
- Ensure smooth operation of technical rehearsals and live performances.

Desired Majors

Arts & Design

How To Apply

Send resume and transcripts to info@ferrellstudios.com

Marketing Intern, Hybrid, 1 open position

Overview of Position

As a Marketing Intern at Ferrell Studios, you will play a pivotal role in promoting our productions and educational programs. This role offers an excellent opportunity to gain hands-on experience in the dynamic field of arts marketing. You will work closely with our marketing team to create compelling promotional materials, engage with our audience on social media, and assist in organizing marketing events.

Responsibilities/Duties/Projects

Marketing Intern duties can include the following:

Assist in the development and implementation of marketing strategies and campaigns.

Drive leads and enrollments in our programs through a robust marketing strategy.

Manage social media platforms, creating engaging content and responding to audience queries.

Conduct market research to identify new opportunities and understand audience preferences.

Design engaging social media content and promotional materials that align with company's mission and values.

Assist in organizing promotional events and traditional or digital campaigns.

Monitor and report on the effectiveness of marketing strategies.

Desired Majors

Business, Entrepreneurship & Human Resources; Communications; Arts & Design;

How To Apply

Send resume and cover letter to info@ferrellstudios.com