

Safety Harbor Museum & Cultural Center

Internship

City of Safety Harbor

The City of Safety Harbor is a small but vital city nestled near the top of Old Tampa Bay in Pinellas County, Florida. Safety Harbor is located west of Tampa and east of Clearwater. The city has a population of approximately 17,500. As primarily a residential community, the City has maintained the character of a family-oriented community while preserving our environmentally sensitive lands and revitalizing our historic downtown Business District.

We have a city manager-commission form of government which consists of five elected commissioners, one of which is elected to be the mayor. The commissioners are elected for three year staggered terms. The city manager is appointed by the commission for an indefinite term.

The city has several citizen advisory boards that are filled by the applicants appointed by the commission. These include the Parks and Recreation Advisory Board, Planning and Zoning Board, Board of Appeals, Library Advisory Committee, Public Art Committee, Teen Advisory Board, Skate Advisory Board and Code Enforcement Board, and the 3rd Friday Advisory Board. These boards provide citizen input to the commission for their consideration.

About the Museum and Cultural Center

In 2011 the City of Safety Harbor and the Safety Harbor Museum Board joined forces to reinvigorate the Safety Harbor Museum and Cultural Center. After significant improvements to both the interior and exterior of the building, the facility reopened in late 2012 and is proud to offer a multitude of activities that celebrate the history of Safety Harbor while welcoming the growing arts community.

The Museum and Cultural Center is a unique partnership between the City and the 501c3 Safety Harbor Museum of Regional History. The center houses artifacts, local history, a city gallery and a plethora of arts and cultural programs, classes, and workshops.

Mission Statement

The City and the Board have made it their mission to create a facility that will strive to serve its residents and visitors of Safety Harbor. Safety Harbor Museum and Cultural Center...where arts and heritage come alive!

About the Safety Harbor Public Art Committee

Another partnership that the city has established to encourage appreciation of the arts while enhancing the vitality and creative diversity of the City of Safety Harbor through public art and arts programming.

SafetyHarborCulture.com



Goals:

1. To enhance and preserve the artistic heritage and unique identity of Safety Harbor.
2. To create civic pride in our community by enhancing multi-cultural representation.
3. To increase public access to, and promote an understanding and awareness of the arts.
4. To enhance the appearance of public facilities and improve the environment of the City on behalf of its citizens.

Art in Public Places

The primary intent for the city public art program is to borrow, acquire and commission works of art in order to enhance the cultural environment and city identity of the city. It is further the intent of the public art program to encourage the creation of artwork and to foster the enjoyment and understanding of art by the public. In recognition of the need to provide aesthetically appealing public places for the citizenry to gather which are reflective of the city's history and traditions, the public art program will foster involvement of the community in the process of selecting artwork to be displayed.

About the Internship Program

Safety Harbor is seeking interns with an innovative approach to Parks and Recreation Management. Along with many other responsibilities, the intern will have a major project to complete during their internship season; the project will benefit the student and city. Suggested projects may include: Cataloging all public art pieces, researching City gallery fees and sales, Museum tours and programs.

Requirements:

Must be receiving college credit for the internship.

Must have valid Driver's License.

Must be able to lift 50 lbs.

Candidates should be detail-oriented, organized, self-motivated, and possess strong writing and interpersonal skills. Computer experience preferred (Photoshop, Illustrator, Microsoft Word, Excel, and Publisher.)

Expected to work at 10 - 15 hours per week, including some nights and weekends.

Internship Schedule:

Term	Application Deadline
<i>Winter Spring:</i> Begins Jan/Feb	December 1
<i>Summer:</i> Begins May/Jun	April 1
<i>Fall:</i> Begins Aug/Sep	July 1

Housing

The City of Safety Harbor does not provide any housing or reimbursement for housing.

Please complete the attached Safety Harbor Leisure Services questionnaire along with an employment application (www.cityofsafetyharbor.com) if interested in joining our REAL Fun! Team.

Thank you again for thinking of our department and we look forward to hearing from you. If you have any questions or would like a tour, please feel free to contact me at (727)724-1530 (ext. 3306) or kgerlach@cityofsafetyharbor.com.

Safety Harbor Museum & Cultural Center Internship Application

Student Name: _____ Date: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone (h) _____ (c) _____ Email: _____

Why are you interested in an internship at the Safety Harbor Museum and Cultural Center?

What would you like to achieve with this internship? _____

Indicate source from which you first learned of this position: _____

Rank your interest in the following internship areas (1 = most interest, 9 = least interest).

_____ education and special events	_____ research and collections	_____ design and fabrication
_____ public relations	_____ development and marketing	_____ office and data management
_____ Florida History Fair	_____ web design	_____ other _____

Mark areas that are your special skills with an "S" and special interests with an "I."

_____ working with youth	_____ teaching	_____ writing
_____ photography/artwork	_____ arts and crafts	_____ historical research
_____ independent worker	_____ public speaking	_____ publications
_____ creativity	_____ historical interpretation	_____ graphic or web design
_____ sewing	_____ languages (list) _____	
_____ computer skills (list) _____		
_____ other _____		

Name of Current Academic Institution: _____

Year in School: _____ Major(s): _____

When would you like to conduct your internship? _____

How many academic credits will you complete with the internship? _____

Available Start Date: _____ Preferred Ending Date: _____

Academic Advisor for the Internship Department: _____

Advisor's Mailing Address: _____

Advisor's Phone: _____ Fax: _____ Email: _____

Completed course work supporting the internship: _____

List past volunteer, intern, school, or work experience that is relevant to the internship: _____

Current employer and phone number: _____

Please send your application and resume to:

Kelliann Gerlach, Safety Harbor Internship Coordinator
Safety Harbor Museum and Cultural Center
750 Main Street Safety Harbor, FL 34695
kgerlach@cityofsafetyharbor.com
727-724-1530 x3306