

## **SOCIETY OF THE ARTS INTERNSHIP**

Society of the Arts places great importance on ensuring that all participants are afforded the chance to get hands-on experience in their field of interest, studying under professionals in said field of choice. Each intern is given a questionnaire upon entering the program that gives the directors of the SOTA a basic overview of each individual's goals for their semester. Once the student has this completed we created a tailor-made program based on the goals of the intern and what we have to offer, and our resources are endless! If an intern chooses to do so they will have the opportunity to be assisted in creating a legitimate business plan for their future while simultaneously receiving college credits toward their degrees.

### **PROGRAMS OFFERED**

- Social Media Marketing
- Beauty and Wellness
- Administration
- Photography
- Videography
- Fine Arts

### **REQUIREMENTS**

Interns should be 18+ years of age with a willingness to learn through experience. SOTA requires each intern to complete all necessary paperwork for SOTA and their individual academic requirements. Internship minimal requirement is a 12 week program for a total of 400 hours. We also expect that each will comply with the rules and respect of our space and community.

## **STUDENT INTERNS**

In order to earn school credit any matriculating student must visit the internship office on their respective campus and obtain their required paperwork and then SOTA Internship Directors will complete the forms and send them in. Interns will learn and build towards their craft as well as their college degree.

## **APPRENTICESHIP**

SOTA also offers internship opportunities to several young men and women who have come through our doors, experienced our vision and have stayed to simply expand their craft. With the successful completion of our program, each intern will have gained the ability to give their gifts not only to our community but to the world with the highest level of professionalism. It is our hope that each alumnus goes out into the world with the spirit of collaboration and education that we have taught here, sowing the seeds for a more fruitful tomorrow.

## **HOW IT WORKS**

The Society of the Arts Internship Program provides a tailor-made curriculum for each accepted applicant. This plan will include specific in-house projects, bookings and hands-on experiences scheduled over the semester. All hours logged working with SOTA Pop or any of our clientele during pre and post-production will be logged and project work will be developed on a case-by-case basis to count towards a final grade.

Our system ensures the interns are able to generate value through their learning process and also a stream of income. For example, Social Media Interns will be working with one another and individually on the SOTA POP and Society of the Arts social media presence and new webpage. They will also learn about how to develop their own platform(s), all while under the supervision of the SOTA Marketing Team. Fine Arts interns will work with the Gallery Director and Curator as the Assistant learning about everything related to running a gallery while working hands-on on a regular basis on actual art shows, showcases, and community-based art experiences. A Production Intern will be part of the in-house team learning about capturing behind-the-scenes and film quality footage via photo and video. Film and Photography projects will be directly integrated into all SOTA bookings, events and original skit-style Comedy, Music Videos, Podcasts and tutorial-style digital content. Beauty & Wellness Interns have the chance to work in the All Hair Matters Salon, also housed at Society of the Arts Headquarters. This upcoming season the Beauty Interns will be participating in putting together an educational and networking event, geared specifically towards the Beauty Industry and its professionals, with the SOTA Event Production Team. Interns will also experience the 'behind the scenes aspects of Videography and Makeup Artistry as clients come to shoot their tutorials, promotional material and portfolio content with the SOTA Media Production Team. All Interns will complete the program having worked on their own Administration for their business under the supervision of the SOTA Director of Administration.

## INTERNSHIP BENEFITS

Our program offers hands-on learning through being on actual sets and participating in large-scale and small-scale productions, our working gallery and other departments.

We also offer exclusive access to our network of Client Professionals giving the students the opportunity to also learn via mentorship.

## SOTA PROJECTS

Society of the Arts Production Team works on the writing of, recording and editing of all kinds of digital content for clients as well as for in-house original projects. SOTA POP is currently in development and pre-production stages and will be a “Zine” and Podcast, coming Spring 2019.

The SOTA Artist Collaborative and Art Gallery are involved and connected to all aspects of giving back to our community and the world. We partner with several non-profit organizations to help raise funds for their charitable causes.

Upcoming in this season:

- Helping Hands for Puerto Rico Fundraiser- March 2019
- Charles White: The Centenary Year Celebration- April 2019
- Make-Up Expo- May 2019
- A night called “The Resolution” June 20th

## INTERNSHIP VS APPRENTICESHIP

INTERNSHIP	APPRENTICESHIP
<ul style="list-style-type: none"><li>- Candidate is a full-time student</li><li>- Candidate has a specific skill</li><li>- Brings in revenue using their craft</li></ul>	<ul style="list-style-type: none"><li>- Mostly looking for experience</li><li>- Has a specific skill to work on</li><li>-</li></ul>

## Operations

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours of Operation	9am-6pm	9am-6pm	9am-6pm	9am-6pm	9am-6pm	9am-6pm	9am-6pm
Quiet Hours	As per community calendar	As per community calendar	As per community calendar	As per community calendar	As per community calendar	As per community calendar	As per community calendar

## COMMUNITY CALENDAR

This digital calendar will be available to respected **members** via google mail and updated daily. A full schedule of social, creative, educational and networking gatherings will ensure that the space is booked and busy.

## CONTACT



S.O.T.A E-Mail	societyofheartsent@gmail.com
S.O.T.A HQ Phone	(845) 947-2080
S.O.T.A DIRECTOR	(929) 340-6183
S.O.T.A SOCIAL MEDIA	@SOCIETYOFHEARTS SOCIETYOFHEARTS.ORG www.facebook.com/societyofthearts

## **Member Agreement**

As S.O.T.A Member, the Receiving party \_\_\_\_\_ will trade his/her project management services in order to become an official S.O.T.A member. S.O.T.A is the sole receiver of all digital content and management unless the receiving party is released from the agreement. S.O.T.A member's responsibilities include partnering with other S.O.T.A members and S.O.T.A affiliate to create a visionary for projects from concept to completion. Our first official project is to acclimate each member into our program. Completion of the questionnaire, a clear plan or syllabus business plan. The constant variable in the project management is overseeing the usage of shared workspace through the calendar. Collection of names and emails for marketing purposes only. There is a one-time cancelation fee of \$125 to void the agreement before the contract end date.

NOTE: ALL MEMBERSHIP AGREEMENTS ARE OR ACT DIRECTLY AS ANNUAL CONTRACTS

EACH MEMBER IS RESPONSIBLE FOR KEEPING TRACK OF PERSONAL HOURS. UTILIZE YOUR ACCESS TO THE CALENDAR. BE DILIGENT AND COMPLETE YOUR WORK WITH EACH SITE VISIT.

- EACH TIER OF MEMBERSHIP IN THIS CATEGORY HAS A PER-HOUR RATE. IF YOU WISH TO ADD MORE HOURS TO YOUR MEMBERSHIP YOU HAVE 3 OPTIONS

1: CAN PAY THE PER HOUR DIFFERENCE, AFTER YOUR SET HOURS ARE DEPLETED.

EX.(QUESTION) I HAVE UTILISED ALL OF MY HOURS AS A **BASIC MEMBER** AND THE MONTH HAS TWO WEEKS LEFT. I NEED MORE STUDIO TIME. WHAT DO I DO?

(ANSWER) YOUR **BASIC MEMBERSHIP** COVERS A RATE OF 8\$ PER HOUR. AFTER YOUR 24 HOURS HAVE BEEN EXHAUSTED YOU CAN PAY 8\$ PER HOUR OF ADDITIONAL STUDIO USAGE.

2: REFER A NEW MEMBER AND OR CLIENT.

- REFER A NEW MEMBER AND OUR *REFERRAL POINTS SYSTEM* WILL GRANT YOU AN ADDITIONAL 3 HOURS PER REFERRAL PER MONTHLY CYCLE. *\*POINTS EXPIRE AT THE END OF EVERY MONTH UNLESS YOU ARE GRANTED SPECIAL PERMISSION.*

**\*IN ORDER TO GAIN THE REFERRAL HOURS THE PROSPECTIVE MEMBER BEING REFERRED MUST JOIN THE S.O.T.A COLLABORATIVE AS A MONTHLY MEMBER; OR BE A NON-MEMBER CLIENT USING THE SPACE FOR PRODUCTION AT THE NON-MEMBER RATE.**

## **MEMBERSHIP AMENITIES**

- 2800 sq. ft coworking /creative space
- Meeting Room
- High-speed internet
- Creative Space
- Portable Stage
- SOTA online boutique

## **S.O.T.A RESOURCES**

- Videography
- Photography
- Web Design
- Graphic Design
- Brand Development
- Project Management
- Business Administration
- Production Management

## **PROGRAMS AND ACTIVITIES**

Programs and activities will be announced each month via the community calendar.

- How-To Workshops for new, small business
- Art workshops (children & adults)
- Social Media Workshops
- Networking Events
- Game Night
- Open Mic
- Film Viewing
- Write and Sip
- Yoga
- Various Instrument Training
- Self help groups
- Community projects
- Power (photo) shoots
- Digital Streaming Events

\*The lists will continue to grow as we welcome new members and talent to our community\*.

## **MEMBER SCHEDULES**

Member scheduling and activities must be submitted to the S.O.T.A calendar 24 hours prior to calendar date unless you have spoken to the director about special scheduling. This will ensure everyone has their allotted time here with privacy and noise regulation according to the members work type.

Business meetings must be added to the community calendar in house or online at least 24 hours in advance to assure the availability of the space. No business will be done during Private Hours. Utilization of the S.O.T.A space on Sundays after 8pm will be reserved solely for S.O.T.A

members and management unless granted special permission. Please send an email in advance to [societyofheartsent@gmail.com](mailto:societyofheartsent@gmail.com).

## **EVENTS/PROJECT MANAGEMENT**

Depending on your level of membership utilization of the space for workshop projects are inclusive. Any additional workshops are subject to a service charge.

Any photo/video-related skit put on the SOTA calendar for the purposes of a SOTA project will require pre-production treatment with a reviewed script and listing all the pertinent logistical information. Please include:

- Cast List
- Crew Roster
- List of materials being brought on-premises
- Request for equipment you'll need from SOTA Inventory

This covers us all on several fronts including liability and occupancy regulations that we are required to adhere to for safety reasons.

Thank you for helping us keep everyone safe!

*\*All deposits are non-refundable*

## **Work-stay program**

### **HOW IT WORKS**

The Society of the Arts Work Stay Program provides a fair trade agreement for each accepted applicant. This plan will include specific in-house projects, bookings and hands-on experiences scheduled over the duration of each agreement. SOTA offers membership perks as a trade off for these in house projects. All hours logged working with SOTA or any of our clientele during pre and post production will be logged. Project work will be developed on a case-by-case basis to count towards fair trade agreement. Our system ensures that each W/S affiliate can and will add exponential value to our shared work space.

### **DETAILS**

The SOTA headquarters is an ever-growing business. Our rustic warehouse space houses an all white room ideal for displaying art, hosting events, workshops and whatever creative aspect you can imagine. With all of this ongoing production, jobs are created daily. This same room

serves as an empty canvas so that our members can have free creative range for display. Our black room is more intimate and can be set up as a workstation space for any type of meeting or session. While we are on the subject of tools, SOTA has invested into a wide range of tools and resources ideal for completing all types of projects. Our HQ is evolving everyday, from technological advances to physical repairs. Artists from several states have found a temporary or permanent home within our walls. The idea is to have mutually beneficial relationships with creatives while developing a production team. The first step is to make an offer best suited to meet the needs of both parties. Find out exactly how much time you need in our space to work on your project and what resources you will need in order to make it all come to life. The second and last step is to choose from our membership.

## **RULES AND RESPECT**

**Each member of SOTA is expected to clean up after using the space.** Do not leave your equipment or supplies laying around HQ. This is for your safety as well as the courtesy of others and the respect of the space.

- All non-permanent electrical items must be unplugged at the end of business each day.
- Shut off lights, heat and all electrical components when you leave a room, lights left on create higher bills. Repeated offenses will result in a fine of \$25.
- The refrigerator is available for DAILY use only. Anything left over by the end of the business day will be discarded.
- The microwave is available for use by all members. Please clean up after yourself with the provided supplies.
- Anyone who repeatedly leaves messes laying around will be fined \$25.

## **SMOKING POLICY**

- The use of tobacco products is permitted **ONLY** in designated **outdoor** areas
- Please notice and acknowledge signage and dispose of your cigarettes properly

## **GUEST POLICY**

- **ALL** guests will be required to donate \$10 for a **ACCESS PASS**
- Members who are accompanied by a guest will be expected to obtain this pass on behalf of their guest(s). **EACH GUEST MUST SIGN IN.** Access passes can be purchased on the guest services page of our website.
- **ALL** third party brands invited on premises are **NOT** permitted to use SOTA equipment, to request permission please complete proper forms (waiver, media release etc..)
- Every level of membership allows different access



## Member chart

NOTE: ALL MEMBERSHIP AGREEMENTS ACT DIRECTLY AS AN ANNUAL CONTRACT EACH MEMBER IS RESPONSIBLE FOR KEEPING TRACK OF PERSONAL HOURS. UTILIZE YOUR ACCESS TO THE CALENDAR. BE DILIGENT AND COMPLETE YOUR WORK WITH EACH SITE VISIT.

<b>CITIZENSHIP/RESIDENCY MEMBERSHIP (monthly)</b>	<b>INTERN/APPRENTICESHIP \$0</b>	<b>BASIC \$220</b>	<b>PREMIUM \$440</b>	<b>PRESTIGE \$660</b>
INCLUDED STUDIO TIME	2hrs studio time Per 8hrs Internwork	32hr	48hr	72hr
STORAGE	x	LOCKER	✓	✓
EQUIPMENT/PROPS	BASIC	✓	✓	✓
DISCOUNTED BOOKING RATE	x	✓	✓	✓
KEY HOLDER	x	✓	✓	✓

**NOTE RESIDENT ARTISTS ALSO RECEIVE THE PERKS OF PRECEDING TIERS OF MEMBERSHIP WITH EXCEPTIONS. THE RESPONSIBILITY LEVEL HIGHTINS AT THIS POINT OF MEMBERSHIP!**

<b>CONSTITUENT (\$11/Month)</b>	<b>COMMERCE (\$33/Month)</b>	<b>COMRADE (\$55/Month)</b>	<b>COMMUNITY (\$82.50/Month)</b>	<b>CONTENT/MEDIA (\$165/Month)</b>
Complimentary tickets to attend SOTA events	Web management/upkeep	Access to SOTA HQ during set community hours only	Gain access to SOTA calendar for usage of shared work space and limited storage space	Usage of SOTA HQ access to shared calendar
Discounts on various member services	Personalized booking page to generate passive income	One on one brand social gathering/event (no commission)	Access to SOTA interns to aid you with your vision	Access to sign out props and upper level media equipment (must be trained to handle)

Special one day pass to SOTA community hours per week	Promote on brand content through our social media platform	Discounts on usage of space to hold workshops and take clients	Curate two complementary on brand workshops per year	Access to SOTA pc. 4k editing computer Tons of software
Exclusive access to private pages on our website	Create google business page, gain traffic/brand awareness	Sign out basic level SOTA resources to utilize in the field	Provide service to clients out of our shared workspace	One on brand event per year
		Discounts on SOTA merchandise	50% off SOTA vending events	50% off SOTA vending events
		Become apart of our prestigious affiliate page	Void visiting member fee for employee or aid on projects	Void visiting member fee for employee or aid on projects
			Become apart of our prestigious affiliate page	Become apart of our prestigious affiliate page

**\*NOTE THIS IS A SHARED WORKSPACE, PERSONAL BELONGINGS SHOULD BE STORED OR TAKEN HOME DAILY. ONLY AT THE RESIDENCY LEVEL DO YOU GAIN STORAGE AND EVEN AT THAT LEVEL NOTHING SHOULD BE LEFT OUT PERMANENTLY. THE STUDIO IS EVER CHANGING, SET UP AND BREAK DOWN AS YOU COME. DO NOT TRY AND USE YOUR MEMBERSHIP FOR A 3RD PARTY PROJECT, IT IS EXCLUSIVE TO YOUR PERSON.**

- **EACH TIER OF MEMBERSHIP IN THIS CATEGORY HAS A PER HOUR RATE. IF YOU WISH TO ADD MORE HOURS TO YOUR MEMBERSHIP YOU HAVE 3 OPTIONS**

**1: CAN PAY THE PER HOUR DIFFERENCE, AFTER YOUR SET HOURS ARE DEPLETED.**

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**2: YOU CAN PARTICIPATE OR VOLUNTEER IN ACTIVITIES THAT WILL BRING VALUE TO THE SPACE**

**EX: PAINTING WALLS, VARIOUS HOUSEKEEPING TASKS, REORGANIZING INVENTORY, COMPLETING SOTA WORK LIST ACTIVITIES.**

**3: REFER A NEW MEMBER AND OR CLIENT.**

- **REFER A NEW MEMBER AND OUR *REFERRAL POINTS SYSTEM* WILL GRANT YOU AN ADDITIONAL 3 HOURS PER REFERRAL PER MONTHLY CYCLE. *\*POINTS EXPIRE AT THE END OF EVERY MONTH UNLESS YOU ARE GRANTED SPECIAL PERMISSION.***

**\*IN ORDER TO GAIN THE REFERRAL HOURS THE PROSPECTIVE MEMBER BEING REFERRED MUST JOIN THE S.O.T.A COLLABORATIVE AS A MONTHLY MEMBER; OR BE A NON-MEMBER CLIENT USING THE SPACE FOR PRODUCTION AT THE NON-MEMBER RATE. SOTA HQ PRODUCTION RATES**

**(NON-MEMBER INFO)**

<p>\$85/HOUR USAGE OF WHITE ROOM FOR PRODUCTION WITH SMALL GROUP</p>
<p>\$160/HOUR USAGE VENUE FOR FOR PRODUCTION WITH LARGE GROUPS</p>

\*Members receive a 20% discounted rate for usage of space & production that is outside of the chosen tier of membership.

A small group is allowed to gather with a level of membership that allows small group functionality: such as a workshop or service. Any gathering of 5 or more people is considered to be an event in which non members will be required to purchase a guest pass. Remember there are levels of membership that allow you two free events for the year.

**WHAT LEVEL OF MEMBERSHIP IS IDEAL FOR YOU?**

MEMBERSHIP	CHECK BOX
<p><b>CONSTITUENT</b> <i>(\$11/Month)</i></p>	
<p><b>COMMERCE</b> <i>(\$33/Month)</i></p>	
<p><b>COMRADE</b> <i>(\$55/Month)</i></p>	
<p><b>COMMUNITY</b> <i>(\$82.5/Month)</i></p>	
<p><b>CITIZENSHIP/RESIDENCY</b> <i>(\$220/Month)</i></p>	
<p><b>INTERN/APPRENTICESHIP</b> <i>(\$0/Month)</i></p>	

\*REMEMBER EVERY LEVEL OF MEMBERSHIP CAN BE CUSTOMIZED TO INCLUDE MORE TIME AND PERKS, CHOOSE A BASIC MEMBERSHIP TO GET STARTED\*

## **TERMS**

This agreement serves as an annual contract. All S.O.T.A contracts are subject to Quarterly review; During this review membership can be terminated free of charge, on the contrary if membership is terminated before the contract expires, a termination fee is required. Upon signing this contract you are an official member of the S.O.T.A team.

## **WORKSHOPS**

All SOTA members are required to execute general workshops open to the community in hopes to add value to the space and educate the general public.

## **VENDING**

Should an established member of S.O.T.A have a product or service available to the public this membership will allow for that member a discounted rate for vending during SOTA events and boutique hours. Vending fees may vary on a case by case basis. Outside vendors are encouraged!

\*Refer a vendor for *referral points*.

NOTE:ALL MEMBERSHIP AGREEMENTS ARE OR ACT DIRECTLY AS AN ANNUAL CONTRACT

EACH MEMBER IS RESPONSIBLE FOR KEEPING TRACK OF PERSONAL HOURS. UTILIZE YOUR MEMBER LOGIN SHEET BE DILIGENT AND SIGN IT AT THE END OF EACH MONTH.

## **MEDIA RELEASE**

All individuals entering HQ may be filmed or photographed during their visit to SOTA HQ. Any media will only be released for in-house promotional purposes.

An annual media release form needs to be completed and is included in this member welcome packet.

## **PERSONAL LIABILITY**

Upon entering SOTA HQ each individual should acknowledge that S.O.T.A is not responsible for any accidents or injuries that occur during your visit. Each member is personally responsible for governing themselves and for upkeep of personal property. Lost stolen or damaged property will not fall on the liability of SOTA . Please complete the liability

waiver attached in this packet.

**TERMINATION/SUSPENSION**

We are a collective here at SOTA, termination of membership or temporary suspension will be decided by a group of peers or the SOTA board. It is up to us to maintain a safe work environment and positive attitudes. Grounds for suspension and termination vary and will be treated accordingly.

**NONDISCLOSURE**

Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information, physical material and intellectual property that has or could have commercial value or other utility in the business in which the Disclosing Party is engaged. All information discussed verbally or in written form is considered confidential Information. This includes all digital content, marketing materials and photo/videos shot on premises under the media release posted. The Society Of The Arts is a growing thriving business and wishes to protect all of its intellectual property. Members share a responsibility to keep our physical space and our intellectual property safe. We ask that you do not recreate documents or re-conceptualize original ideas without permission. We will also protect the value of your work by not allowing the general public or other members to reproduce original ideas without a verbal or written agreement.

I agree to the terms set forth in this agreement for 2020-2021 Membership to The Society of the Arts.

INITIAL \_\_\_\_\_

**EMERGENCY CONTACTS**

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SPECIAL REQUIREMENTS/ALLERGIES/CONDITIONS: \_\_\_\_\_

**SIGNATURES**

I \_\_\_\_\_ agree to the terms set forth in this agreement for 2020-2021 Membership to The Society of the Arts.

\_\_\_\_\_  
Society Of The Arts member signature

\_\_\_\_\_  
Society of the Arts representative

\_\_\_\_\_  
Society of the Arts representative signature

**FOR OFFICE USE ONLY PLEASE DO NOT WRITE BELOW THIS LINE**

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<b>DEPARTMENT ASSIGNMENT</b>	
<b>DEPOSIT AMOUNT</b>	
<b>REMAINING BALANCE</b>	
<b>MEMBERSHIP EXPIRATION</b>	
<b>VALUE OF BARTER</b>	