



SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP APPLICATION

Thank you for your interest in a summer internship at Sitar Arts Center! Please follow the below checklist to assure you have completed every step to apply to Sitar Arts Center.

CHECKLIST FOR APPLICANTS

- Register with the DC Summer Youth Employment program, and check their website for the date, <https://summerejobs.dc.gov>, for youth 14-24 years old.
- Complete all Summer Youth Employment program application requirements according to their deadlines
- Complete pages 6-9, applications without essays will NOT be considered.
 - Basic Information
 - Work Experience
 - Intern agreement
 - Essay Question

Submit your completed application and essay to Janin Fuentes Garabito at Janin@sitarartscenter.org, or drop off your application at Sitar Arts Center.

Application Deadline: February 28, 2020

SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP

This summer internship is a leadership opportunity with Sitar Arts Center. Those who have a strong interest and experience in the arts, have a desire to work in an arts field, interest in business management, or education are strongly encouraged to apply. Sitar Arts Center is a fast-paced environment. Therefore, applicants should be independent thinkers, problem solvers, team players, and most of all, creative.

ELIGIBLE APPLICANTS

Eligible applicants must be D.C. residents, and ages 14-24 to apply. Applicants must be the age of 14 by June 1st, 2020. You do not need to be a Sitar student or a member of Sitar Emerging Arts Leaders (S.E.A.L.) to apply

WORK OPTIONS (All work options have limited availability)

Interns will be reviewed based on their applications, essays, references, and interviews. Through the information obtained, Sitar staff will choose interns to work in specific areas and compensation by one of the following methods:

- **Weekly Pay:** Interns must register with the Department of Employment Services, Summer Youth Employment Program (SYEP) by their set deadline, to be eligible for weekly pay.
- **Community Service:** Interns will work to earn community service hours that can be used for high school requirements.
- **Stipend:** Intern will be paid by Sitar through installments and is determined by a case by case basis for those ineligible for SYEP.
- **Supplemental Pay:** Interns who have worked at Sitar more than two summers may be eligible for additional hourly pay. Those selected will be given a bigger leadership role and more responsibility. No additional essay or application is required. Not all interns who are eligible will be selected. For more information, refer to the S.E.A.L. application, and contact Janin Fuentes Garabito for additional questions.

IMPORTANT NOTES

- Sitar's summer internships run from June 24 - August 2, 2020.
- It is the intern applicant's responsibility to find out how and when to register for the DC Summer Youth Employment program. Sitar Arts Center is not responsible for notifying intern applicants of SYEP deadlines. Check the SYEP website, often, for updates about when to register.
- Submitting an application does not guarantee a position with Sitar Arts Center.
- Completing all necessary documentation and meeting deadlines are the responsibility of the applicant. Sitar Arts Center reserves the right to withdraw offers of employment to any applicant who fails to meet Sitar Arts Center internship deadlines.
- It is the intern applicant's responsibility to check their email and voicemail frequently, and contact Sitar staff promptly if contacted for an interview. If Sitar staff does not hear back from an intern applicant, that applicant will no longer be considered.
- Applications submitted by the deadline will be considered before any late applications.
- Applications submitted without the essay will not be considered.

SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP JOB OPTIONS

HOURS

Camp Class Assistant: General hours AM shift - 8:00am-2:00pm | PM shift - 12:00pm-6:15pm

Mural Arts Intern: General hours - 8:00am-2:00pm

Musical Theater Intern: Acting: General Hours - 12:00pm-6:15pm

Musical Theater Intern: Production: General Hours - 12:00pm-6:15pm

JOB RESPONSIBILITIES FOR ALL INTERNS

- Be available for the full 6 weeks of Sitar's internship program-June 29-August 7th, 2020
- Attend all weekly intern workshops, Tuesdays from 12:00-1:00pm
- Attend an orientation session and/or required training at Sitar
- Center maintenance and cleaning
- May included Front desk or Lobby monitoring
- Other duties and tasks as assigned by staff

Camp Class Assistant

Works with Camp and Sitar Staff on a variety of tasks. Applicant should have experience/interest in working with children, art, dance, music, customer service, and computer based work. The Camp Class Assistant Intern job responsibilities include, but are not limited to:

- Assist Camp teachers with daily class responsibilities and teaching lessons
- Supervise fieldtrips and day-to-day assignments
- Serve as a lobby Host/Hostess
- Help with overseeing lunchtime tasks, including recess transitions and lunch distribution.

Mural Arts Intern

Works directly with the Senior Director of Operations. Applicants should have an interest in visual arts, teaching and/or working with children, and experience in drawing and painting. Job responsibilities include, but are not limited to:

- Aid to the creation, design, and completion of the summer mural project.
- Participate in art skill workshops, which assist with the creation of the Mural.
- Complete an independent art project.
- Help with the management of all art rooms.
- Mural Arts Interns do not work with children on a daily basis. This position is primarily working as an artist collaborating with other interns to create artwork.
- Assist with various tasks during Camp Sitar and the Musical such as filming, photography, marketing, hanging student exhibits, and supervising field trips.

SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP JOB OPTIONS

Musical Theater Intern: Acting

Directly assists the Director/Producer and the Stage Manager or Costume Designer of the production, learns about the production process, and holds important Backstage Management or Assistant Design positions on the show and participates in the following:

- Must be available for all five performances of the summer musical, **Thursday August 6th to Sunday, August 9th.**
 - Thursday, August 6th, 7:30pm
 - Friday, August 7th, 7:30pm
 - Saturday, August 8th, 2:30pm and at 7:30pm
 - Sunday, August 9th, 2:30pm

(Compensation for hours that exceed the 4-6 hour day shift will be managed by Lorraine Robinson i.e. dress rehearsals, Musical Theatre Production Workshop, performances, etc. It is the responsibility of the intern to log their extended hours.)

- Attend the Musical Theatre Production Workshop, 4:15pm to 6:15pm
- Attend Saturday Production Days, **July 11th and August 1st, 12:00-6:00pm.**
- Attend and assist in rehearsal Wednesday, August 5th and Thursday Aug 6th
- Production Position: Actor/Stage Assistant
- Set construction crew, light crew, and costume crew (evening & Saturday hours required)
- Participate in strike/cleanup of theater and Center on Wednesday, Aug 12th, 1:00-4:00 pm.

Musical Theater Intern: Production

Directly assists the director/producer and stage manager of the production, learns about the production process, and holds an important acting role in the show (lead or chorus), and participates in the following:

- Must be available for all five performances of the summer musical, Thursday August 6th to Sunday, August 9th.
 - Thursday, August 6th, 7:30pm
 - Friday, August 7th, 7:30pm
 - Saturday, August 8th, 2:30pm and at 7:30pm
 - Sunday, August 9th, 2:30pm

(Compensation for hours that exceed the 4-6 hour day shift will be managed by Lorraine Robinson i.e. dress rehearsals, Musical Theatre Production Workshop, performances, etc. It is the responsibility of the intern to log their extended hours.)

- Attend and assist in rehearsal Wednesday, August 5th and Thursday Aug 6th
- Attend Saturday Production Days, July 11th and August 1st, 12:00-6:00pm.
- Set construction crew, light crew or costume crew (evening & Saturday hours required)
- Production prep-work (office)
- Attend the Musical Theatre Production Workshop, 4:15pm to 6:15pm
- Participate in strike/cleanup of theater and Center on: Wednesday, Aug 12th, 1:00-4:00 pm
- Production Position (one of three below):
 - Assistant Stage Manager/Running Crew
 - Technical Theater Assistant/Board Operator
 - Costumes Assistant: Candidates should have experience in sewing and/ or craft skills. Previous experience in theater production and/or visual arts is helpful. Car is helpful for shopping trips (though not required).

SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP INTERN LEADERSHIP OPPORTUNITIES

Interns who have worked at Sitar more than two summers are eligible for additional hourly pay. Those selected will be given a bigger leadership role and more responsibility. No additional essay or application is required. There are limited spaces available.

Not all interns who are eligible will be selected. For more information see the S.E.A.L. application or contact Janin Fuentes Garabito.

- Interns must attend additional trainings before the camp begins and during the camp period.
- Have good previous work history at Sitar.

LEADERSHIP CLASSIFICATION

Associate: 2 - 3 years previous experience at Sitar

Assistant: 4 - 5 years previous experience at Sitar

Ambassador: 6 or more years previous experience at Sitar

Additional responsibilities may include the following:

Associate Responsibilities

Sign in/out, track uniform and work issues, intern upcoming activities/to-do list, student attendance, activity planning, assist with showcase, assist with office tasks: Filing, phone calls, name tags, data entry other duties assigned.

Assistant Responsibilities

Track student attendance, morning meeting lead, student meditation lead, activity planning, and monitor front desk. Be a camp, mural, or musical intern lead. Lead could include assistant stage manager, props/scenic designer, assist with office tasks: Filing, phone calls, name tags, data entry, problem solve intern conflicts/situations and touch base with supervisor.

Ambassador Responsibilities

Track schedule changes/conflicts, intern leave/absences/lateness/breaks, student award nominations & tracking, morning meeting lead, student meditation lead, student cool down, activity planning, assist with planning/leading intern workshops. Be a camp, mural, or musical intern lead. Lead could include assistant stage manager, props/scenic designer, assist with office tasks: Filing, phone calls, name tags, data entry, problem solve intern conflicts/situations and touch base with supervisor.

SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP APPLICATION BASIC INFORMATION

THIS APPLICATION IS TO BE FILLED OUT BY TEEN APPLICANT ONLY

PERSONAL INFORMATION

Name: _____ Birth date: _____

E-mail: _____

ONLY last four digits of your Social Security # (SYEP Purposes) : _____

Address: _____
Street City State Zip

Phone: (Home) _____ (Cell) _____

School Name: _____

Grade currently enrolled OR College Name and year: _____

Are you currently enrolled in the S.E.A.L. Program? _____ If yes, How long/When? _____

Have you previously been a member of the S.E.A.L. Program? If yes, when? _____

Are you able to work the entirety of the Summer Internship Program, June 29 - August 7, 2020? _____

If no, please list any obligations that would affect your internship and when you will not be available.

Which work option are you applying for?

Work options: SYEP _____ Community Service _____ Stipend _____

PARENT/EMERGENCY CONTACT INFORMATION

Parent/Guardian or Emergency Contact

First Name	Last Name	Relationship
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Home Phone	Work Phone	Cell Phone
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Street Address (if different than yours)	City	Zip code
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Parent/Guardian #2

First Name	Last Name	Relationship
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Home Phone	Work Phone	Cell Phone
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Street Address (if different than yours)	City	Zip code
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SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP APPLICATION WORK EXPERIENCE

JOB EXPERIENCE

List previous work experience: (most recent first)

Employer: _____ Employer Phone #: _____

Employer Address: _____

Job Title: _____ Dates Employed _____ to _____

Briefly describe your job duties: _____

Employer: _____ Employer Phone #: _____

Employer Address: _____

Job Title: _____ Dates Employed _____ to _____

Briefly describe your job duties: _____

INTERN AND VOLUNTEER EXPERIENCE

Have you interned at Sitar Arts Center before? If yes, when _____

What work have you previously done at Sitar as an intern or volunteer?

Have you previously taken classes at the Center? Yes ___ No ___

If yes, please list classes taken that are relevant to the job you would like to work this summer. _____

SKILLS AND ABILITIES

Please check areas where you have strong abilities/previous experience.

___ Organizing

___ Answering Phones

___ Stagehand

___ Multitasking

___ Public Speaking

___ Woodworking

___ Working with Children

___ Filing

___ Sound/Light Board

___ Microsoft Word

___ Data Entry

___ Sewing

___ Microsoft Excel

___ Drawing/Painting/Sculpture

___ Speak Another Language

___ Making Phone Calls

___ Set design/Construction

For the following, list how many years you have been actively involved in the area: ___ Acting ___ Dancing

___ Singing ___ Teaching ___ Digital Arts ___ Music ___ Visual Arts

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REFERENCES

Please list references other than family members that can speak about your work, school, volunteer, or other experiences. Only one reference per workplace. A Sitar staff member can serve as one(1) reference.

1. Name _____ Phone # _____

Email: _____

Briefly describe how you know this person and for how long.

2. Name _____ Phone # _____

Email: _____

Briefly describe how you know this person and for how long.

WORK OPTIONS

Please place a (1) by your 1st, and a (2) by your 2nd choice of positions to work.

_____ Camp Class Assistant Intern

_____ Mural Arts Intern

(must provide a portfolio of work)

_____ Musical Theater Intern: Acting

_____ Musical Theater Intern: Production

_____ Assistant Stage Manager/Running Crew

_____ Technical Theater Assist/Board Operator

_____ Costume Assistant

Please briefly explain why you would be a good candidate for your #1 area of choice:

PREFERENCES

Please rate each class interest, starting with (1) as your 1st preferred choice.

_____ Art (painting, drawing, arts & crafts, etc)

_____ Digital Arts

_____ Sports/Fitness

_____ Music

_____ Drama

_____ STEM

SIGNATURES

By signing below, I agree that I understand the requirements and options offered through the Summer Internship Programs, and all of the information given is true and correct to the best of my knowledge.

INTERN SIGNATURE

DATE

PARENT SIGNATURE(If intern is under the age of 18)

DATE

SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP INTERN-PARENT AGREEMENT

Sitar Arts Center's Summer Internship program is designed to prepare youth for employment by replicating basic workplace policies and procedures. As such, interns are expected to behave in a manner that reflects a work relationship with Sitar's staff.

Parents and intern applicants must complete this form. If the applicant is 18 years or older, the parent does not have to initial and sign.

Intern Applicant Name: _____ Parent Name: _____

(Initials)

- _____ • I understand that the Sitar Summer Internship is not only an educational opportunity but also a job. As such, hired interns are expected to work their assigned hours for the entirety of the six week summer program. Excessive tardiness and/or missed work days (regardless of the reason) are grounds for termination. Hours not worked are not paid and there are very few opportunities for making up hours.
- _____ • I understand that the intern, not parents are responsible for communicating with Sitar staff. Applicants are expected to schedule their interviews, communicate any time conflicts, and respond to emails concerning their internship.
- _____ • I understand that due to the nature of the internship program, Sitar cannot make changes to an intern's schedule to accommodate summer school, other programs that the intern may be enrolled in, or vacations scheduled during the summer.
- _____ • I understand that Sitar records the hours worked by the intern but the payment comes from the Summer Youth Employment Program (SYEP). Sitar has no control over receipt of payment therefore any issues with receiving pay should first be directed to SYEP. Sitar will communicate the issues to SYEP as well.
- _____ • I understand that I, the intern, must read my Sitar contract. By signing the contract, I agree to the job, hours, and pay stated in the contract. I understand that Sitar pays some summer interns, and if so, this will be noted in my contract.
- _____ • I understand that if I have any questions about the statements above, I must contact Janin Fuentes Garabito before the application deadline. Inability to comply with any of the above statements will affect Sitar's decision to hire the applicant, and affect decisions to rehire for future opportunities.

By signing below, I acknowledge that I have read, understood and agree to all the statements above.

Intern Applicant Signature _____ Date: _____

Parent or Guardian Signature _____ Date: _____

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ESSAY QUESTIONS

The essay is required for all applicants. Choose one of the following questions and answer in essay format.

Question #1: Explain how the Arts have impacted your life. Consider why is art important to you? What has art taught you, about yourself, about others, the world? Have you used it as a tool of expression?

Question #2: Describe a moment that has had great meaning for you, good or bad. Explain how it has shaped your identity.

Question #3: What are your life goals? Think about your career, family, personal goals or things on your bucket list. How will interning at Sitar this summer assist with your life goals?

Essays must be either two pages handwritten or one page typed, double-spaced, Arial font, size 12. Choose only one question to answer.

***Applications without complete essays will not be considered.**