



SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP APPLICATION

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

CHECKLIST FOR APPLICANTS

- _____ Register by February 27th with the DC Summer Youth Employment program, <https://summerjobs.dc.gov> for youth 14-24 years old.
- _____ Complete all Summer Youth Employment program application requirements according to their deadlines.
- _____ Complete Sitar's online application by visiting, https://form.jotform.com/sitarartscenter/SitarIntern_

Application includes:

- Basic Information
- Work Experience
- Intern/Parent Agreement
- Essay Question and Portfolio Submission (portfolio submissions are required for Mural and Entrepreneur in the Arts positions)
- Complete an interview. For Mural Intern applicants, interview will be determined by portfolio submission.

Internship positions include, in-person, virtual, and hybrid. Interns who are 21 years old and under will intern virtually. If you have any questions please contact Janin, janin@sitarartscenter.org.

Application Deadline: March 10, 2021

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, essay, interview, and references.

Through the information obtained, Sitar staff will choose interns to work in specific areas and compensation by one of the following methods:

- **Weekly Pay:** Intern 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:** Intern 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.

SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP

IMPORTANT NOTES

- Sitar's summer internships run from July 6 - August 13, 2021. Orientation will run from June 28 – July 2.
- 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

General hours stated below is not be the official hours of the intern. The supervisor will confirm final hours with the intern before the start of the first day, July 6th, 2020.

Entrepreneurship in the Arts - Online: General Hours - 10:00 am to 4:00 pm

Junior Administrative Assistant - Online: General Hours - 10:00 am to 4:00 pm

Camp Assistant - in-person: General hours - 10:00 am to 4:30 pm

Camp Class Assistant - online: General hours 9:45 am to 3:30 pm

Junior Art Administrative Assistant - Online: General Hours - 10:00 am to 4:00 pm

Mural Arts Intern - online: General hours - 9:00 am to 3:00 pm

Musical Theater Intern - in-person: General Hours - 8:30 am to 4:00 pm

JOB RESPONSIBILITIES FOR ALL INTERNS

Works with the Community Events and Engagement Coordinator (CEEC). Applicants should have an interest and experience in visual arts. This position's interns will mostly work independently. Job responsibilities include, but are not limited to:

- Be available for orientation and/or training and the full 6 weeks of Sitar's internship program
 - June 28 – July 2, 2020
 - July 6 – August 13, 2020
- Attend all weekly intern workshops.
- Check email and/or Discord daily.
- Submit weekly timesheets.
- Virtual interns must have good internet access, computer/laptop or at least a tablet, and webcam/video for Zoom meetings/tasks.
- In-person interns perform some Center maintenance and cleaning. May include frontdesk or lobby monitoring.

SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP

JOB OPTIONS

Entrepreneurship in the Arts – Online (Ages 17 – 24)

Works with the Community Events and Engagement Coordinator (CEEC). Applicants should have an interest and experience in visual arts. This position's interns will mostly work independently. Job responsibilities include, but are not limited to:

- Learn how to establish your identity as an artist .
- Develop, plan, and create a mini exhibition.
- Learn project management.
- Lead and participate in an end of the summer showcase.
- Network and communicate with external communities through email, social media, etc.
- Sell/market your artwork.
- Utilize and report to CEEC daily through Discord.
- Conduct research relating to selected art theme.
- Participate in weekly check-in meetings.
- Develop skills for budgeting and record keeping.
- Create power point presentations and mood boards.

Camp Class Assistant – Online - (Ages 16 – 24)

Works with virtual Camp Sitar, students grades K-8, 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. Primarily assists Camp Sitar as a Zoom host/teaching assistant in the classroom, specifically with student supervision and participation.

The Camp Class Assistant Intern job responsibilities include, but are not limited to:

- Serve as a Zoom host/teaching assistant for arts classes. Specific arts focus include: Acting, Music, Movement/Dance, S.T.E.A.M./Photography, Visual Arts.
- Engages enthusiastically with students virtually and participates in class activities.
- Assist teachers with class instruction.
- Complete any daily documentation, like attendance, class reflection.

SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP

JOB OPTIONS

Camp Assistant – In-person (Ages 22 – 24)

Primarily assists Camp Sitar as an additional staff member to oversee student supervision during morning and afternoon camp activities and lunch and provide support in daily functions. Intern will work closely with both the Sitar staff, teaching artists and students. 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 and classroom management.
- Supervise activities and complete day-to-day assignments such as attendance and set up.
- Help with overseeing lunchtime tasks, including: recess transitions, and lunch distribution, lunch supervision.
- Work closely with Sitar staff, teaching artists and students.

Junior Art Administrative Assistant – Online (Ages 17 – 24)

Assist the Community Events and Engagement Coordinator (CEEC) administratively with the management of the Entrepreneur in the Arts program and the Internship program, while completing an independent visual art project. Applicants should have good organizational skills and experience in visual arts.

Job responsibilities include, but are not limited to:

- Assists and collaborates with the CEEC with tracking intern attendance and intern program progress.
- Strengthen current artistic skills.
- Participate in weekly Entrepreneur in the Arts check-in meetings.
- Develop skills for budgeting and record keeping.
- Participate and assist with planning the end of the summer showcase.
- Utilize and Report to CEEC daily through Discord.
- Learn project management.
- Create 1-2 artworks.

SITAR EMERGING ARTS LEADERS SUMMER INTERNSHIP

JOB OPTIONS

Mural Arts Intern – Online (Ages 14 – 24)

Works directly with the Deputy Director of Programs and is supported by lead Mural Interns. Applicants should have an interest in visual arts and experience in drawing and painting. Mural projects will be completed remotely with virtual work sessions. In-person tasks are available only for interns that are 22 years and up.

Job responsibilities include, but are not limited to:

- Work as part of the larger mural team in the creation, design, and completion of the summer mural projects.
- Design and complete a piece for the independent project based on the summers' theme.
- Participate in daily virtual painting work sessions.
- Assist in the final compilation of work at the end of session.
- Post daily photos of work progress.
- Participate in weekly critique and team meetings.

Daily work hours are between 9:00 am – 3:00 pm with required times for virtual sessions, meetings and check ins. Must provide a portfolio of recent drawings/paintings to be considered.

Musical Theater Intern – In-person (Ages 22 – 24)

Learns how to facilitate a performance-based, musical theater curriculum for grades 5 – 8 in a full-day, camp setting. Working alongside two musical theater teachers, the intern will coach and mentor young performing artists providing production support to create a culminating, video-recorded performance.

- Receives and answers any/all communication from Sitar staff and musical theater teachers in timely manner (ASAP during camps hours, within 24 hours outside of camp hours).
- Assists and collaborates with musical theater teachers with tracking student attendance, coaching/mentoring, stage and production management, etc.
- Attends and participates in Camp Sitar activities this may include: Supervise fieldtrips, day-to-day assignments, recess transitions, and lunch distribution.
- Serve as liaison between musical theater teachers and Sitar staff and between students and musical theater teachers.

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

INTERN ESSAY AND PORTFOLIO

ESSAY QUESTIONS

The essay is a part of the application and is required for all applicants. Choose one of the following questions and answer in essay format. Submit your essay by uploading the pdf, doc, or docx file at the end of the application:

<https://form.jotform.com/sitarartscenter/SitarIntern>

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:

The pandemic is affecting people in all sorts of ways. Some people have experienced loneliness and loss, while others discovered things about themselves or took on new hobbies. Describe how have you been affected by the pandemic and how you have navigated through it all.

Question #3:

You were just elected to be the 46th president of the United States of America. What would be important issues you would tackle to change or better? How would you make America an even better country for all? Think about issues that are going on in today's society or in your neighborhood.

Essays must be one page typed, double-spaced, Arial font, size 12, with applicant name on each page. Choose only one question to answer. Previous application essays may not be re-used, if so, it may result in a delay in your application process.

PORTFOLIO

Mural and Entrepreneurship in the Arts applicants are required to submit a portfolio. Your Portfolio should consist:

- 3 to 5 images/samples
- Reflect your level and knowledge in the art form.

For Entrepreneurship in the Arts applicants, your portfolio may include a link or an alternate website, depending on your art form. For example, if your chosen art form is music, you may decide to include a Spotify or Youtube link to showcase songs you have performed.