

SITAR ARTS CENTER SUMMER INTERNSHIP APPLICATION

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

CHECKLIST FOR APPLICANTS

- ☐ Read the entire Summer Internship Application packet
- ☐ Register with the DC Summer Youth Employment program –check their website for the date, which is usually in late January! Complete all Summer Youth Employment program requirements according to their deadlines
- ☐ Complete pages 5-7 and your essay. Drop off your completed application and essay (in person, if possible) **no later than February 27, 2015**

Register for SYEP—Check their website for the date.

Turn this application to Sitar by Friday, February 27



BASIC INFORMATION

This 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. Applicants should be independent thinkers, problem solvers, team players and most of all, creative.

ELIGIBLE APPLICANTS

D.C. residents, ages 14-21 are eligible to apply. You do not need to be a Sitar student or a member of Sitar Emerging Arts Leaders 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:** To be eligible for weekly pay, interns must register with the Department of Employment Services, Summer Youth Employment Program by their set deadline.
- **Stipend:** Intern will be paid by Sitar through installments.
- **Community Service:** Intern will work to earn community service hours that can be used for high school requirements.

IMPORTANT NOTES

- Submitting an application does not guarantee a position with Sitar Arts Center.
- Applications submitted by the deadline will be considered before any late applications.
- Applications submitted without the essay will not be considered.
- Sitar's summer internships run from June 22 - August 2
- It is the teen 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 a teen applicant, that applicant will no longer be considered.
- Completing all necessary documentation and meeting deadlines are the responsibility of the applicant. Sitar Arts Center reserves the right to rescind offers of employment to any applicants who fail to meet Sitar Arts Center internship deadlines.
- It is the teen 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 teen applicants of SYEP deadlines. Check the SYEP website frequently for updates about when to register.



JOB DESCRIPTIONS

JOB RESPONSIBILITIES FOR ALL INTERNS

- Attend all weekly intern workshops
- Office Duties: File paperwork, answer and make phone calls, data entry, copy and fax documents
- Front desk or Lobby monitoring
- Center maintenance
- Be available for the full 6 weeks of Sitar's internship program
- Attend an orientation session at Sitar Arts Center and complete all SYEP requirements and orientations.

CAMP/OFFICE INTERN

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, and learning management skills. The Camp/Office Intern will be responsible for:

- Assisting Camp teachers with daily class responsibilities and teaching lessons
- Supervising fieldtrips and day to day assignments
- Managing all intern back-of-house assignment completions
- Serving as a lobby Host/Hostess
- Contacting volunteers/families and students regarding Center updates
- Monitor attendance/snack
- Participate in strike/cleanup of theater and Center on Tuesday, August 4th, 1:00-4:00 pm.

MURAL ARTS INTERN

*Note: Mural Arts Interns do not work with children on a daily basis. This position is primarily working as an artist collaborating with other teen interns to create artwork.

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

- Assist with 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
- Assist with the management of all art rooms
- Assist with various artistic tasks during Camp Sitar and the Musical such as filming, photography, marketing and student exhibit
- Supervise field trips
- Assist with teaching arts programs for Camp Sitar
- Participate in strike/cleanup of theater and Center on Tuesday, August 4th, 1:00-4:00 pm.

JOB DESCRIPTIONS (continued)

MUSICAL THEATER INTERN: ACTING

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

- Production Position: Actor/Stage Assistant
- Attend and assist in rehearsal between 1:00-4:00 pm Monday – Friday
- Set construction crew, light crew, and costume crew (evening & Saturday hours required)
- Summer tech theater workshop class
- Participate in the production of the summer musical, Thursday, July 30th - Sunday, August 2nd
- Participate in strike/cleanup of theater and Center on: Tuesday, August 4th, 1:00-4:00 pm.

MUSICAL THEATER INTERN: PRODUCTION

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:

- Production prep-work (office)
- 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).

Candidate will assist the Costume Designer with the following:

Studying the script's story, characters, and costume needs

Watching rehearsal and taking detailed notes regarding entrances and exits and costume change needs

Construction and assembly of costume pieces

Costume plot & costume tracking paperwork

Act as a wardrobe supervisor and dresser during the performances.

Must be available for all five performances of the summer musical, Thursday, July 30th - Sunday, August 2nd

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- Set construction crew, light crew or costume crew (evening & Saturday hours required)
- Summer tech theater workshop class
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SUMMER INTERNSHIP APPLICATION

THIS APPLICATION IS TO BE FILLED OUT BY TEEN APPLICANT ONLY!

PERSONAL INFORMATION

Name: _____ Date: _____

Birth date: _____ E-mail: _____

Last four digits of your Social Security# : _____

Address: _____
Street Number & Name City State Zip

Phone: (Home) _____ (Cell) _____

School Name: _____

Grade currently enrolled: _____

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

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

Do you have any obligations that would interfere with your job at Sitar? _____
If yes, please list the obligations and how it would affect your internship

Are you able to work the entirety of the Summer Internship Program? _____ If no, please list when you will not be available.

Did you register for the Summer Youth Employment Program? _____ Yes _____ No

WORK CHOICES

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

_____ **Camp/Office Intern**

_____ **Musical Theater Intern: Acting**

_____ **Mural Arts Intern**

_____ **Musical Theater Intern: Production**

_____ Assistant Stage Manager/Running Crew

_____ Technical Theater Assist/Board Operator

_____ Costumes Assistant:

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



SUMMER INTERNSHIP APPLICATION

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.

____ Microsoft Word

____ Filing

____ Answering Phones

____ Microsoft Excel

____ Making Phone Calls

____ Working with Children

____ Microsoft Publisher

____ Organizing

____ Multitasking

____ Adobe Photoshop

____ Drawing/Painting/Sculpture

____ Public Speaking

____ Data Entry

____ Set design/Construction

____ Stagehand

____ Woodworking

____ Sound/Light Board

____ Sewing

____ Speak Another Language _____

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

____ Acting

____ Dancing

____ Singing

____ Teaching

____ Digital Arts

____ Music

____ Visual Arts



SUMMER INTERNSHIP APPLICATION

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 a 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.

PARENT INFORMATION

Parent/Guardian #1

FIRST NAME	LAST NAME	RELATIONSHIP
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HOME PHONE	WORK PHONE	CELL PHONE
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ADDRESS, IF DIFFERENT THAN YOURS

Parent/Guardian #2

FIRST NAME	LAST NAME	RELATIONSHIP
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HOME PHONE	WORK PHONE	CELL PHONE
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ADDRESS, IF DIFFERENT THAN YOURS

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.

STUDENT SIGNATURE _____	DATE _____
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PARENT SIGNATURE (If student is under the age of 18) _____	DATE _____
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Please see the back of this form for the REQUIRED essay questions!

SUMMER INTERNSHIP APPLICATION

NEW INTERN LEADERSHIP PROGRAM

Intern applicants ages 16 - 21 years old are eligible to apply for Sitar's new Intern Leadership Program. Intern Leaders will have increased leadership responsibilities and will earn an additional stipend above their regular SYEP pay. These positions are limited and competitive. Intern Leadership Program applicants MUST choose Question #4 for their essay response.

☐ I would like to be considered for Sitar's Intern Leadership Program. I understand that I must answer Question #4 for my essay response.

ESSAY QUESTIONS

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

Question #1: Describe the activities and hobbies that you enjoy the most. How will your participation in those activities make you a good candidate to be a Sitar intern?

Question #2: Describe the skills or qualities that you have that you think will make you a good employee of Sitar Arts Center. What skills or qualities do you hope to improve during your internship at Sitar?

Question #3: Describe the career that you would like to have. How are you working towards this career now? How do you think that working at Sitar Arts Center will help you along your path towards this career?

Question #4: Describe a situation where you have had to act as a leader. How will you act as a leader for other interns at Sitar Arts Center? What leadership qualities do you hope to develop while working at Sitar?

Essays must be either two pages hand written or one page typed, double spaced. Choose only one question to answer.