



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

1) Register by the DC Summer Youth Employment program application deadline at <https://summerjobs.dc.gov> for youth 14-24 years old.

- Complete all Summer Youth Employment program application requirements according to their deadlines.

2) Complete Sitar's online application by visiting, https://form.jotform.com/sitarartscenter/summer_internship_2022

Sitar's 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*)

3) Complete an interview. For Mural Intern applicants, the interview will be determined by portfolio submission.

Internships available are conducted in both in-person and hybrid formats. If you have any questions, please contact Nickole Best, nickole@sitarartscenter.org.

Application Deadline: Friday March 11th, 2022

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 14 years of age by **March 11th, 2022**. Proof of vaccination is required by all interns. 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 will be provided 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:** For interns who are ineligible for SYEP, Sitar may be able to pay a stipend, but this is determined on a case-by-case basis.
- **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 leadership role and more responsibility. No additional essay or application is required. Not all interns who are eligible will be selected. For more information, please refer to the S.E.A.L. application, and contact Nickole Best for additional questions.

IMPORTANT NOTES

- Sitar's summer camp runs from June 27th - August 5th, 2022. Interns should plan to be available to come in for in-person orientation starting June 21st – June 24th.
- 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.
- Submission of an application does not guarantee a position with Sitar Arts Center.
- Completing all necessary documentation and meeting deadlines is 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 respond promptly to Sitar staff 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 are not the official hours of the intern. Hours are just a representation of timeframe interns would need to be available. Daily number of work hours may vary for each intern. The supervisor will confirm final hours with the intern before the start of the first day, June 27th, 2022.

Entrepreneurship in the Arts – Hybrid: 10:00am to 6:00pm *(This includes a combination of remote workshops and two afternoons a week in-person sessions)*

Camp Class Assistant – In-person: Morning shift 8:00am to 1:00pm **or** Afternoon shift 12:00pm-6:00pm *(Please select your preferred shift)*

Mural Arts Intern – Hybrid: 10:00am to 6:00pm *(This includes a combination of remote workshops and two afternoons a week in-person sessions)*

Musical Theater Intern – In-person: 8:00am to 4:00pm

JOB RESPONSIBILITIES FOR ALL INTERNS

- Be available for orientation and/or training and the full 6 weeks of Sitar’s internship program (7 weeks total)
 - June 21st – June 24th, 2022 (afternoon & evening)
 - June 27th – August 5, 2022
- Attend all weekly intern workshops
- Check email and/or Discord daily
- Submit weekly timesheets
- Interns must have good internet access, computer/laptop or at least a tablet, and webcam/video for Zoom meetings/tasks.
- Center maintenance and cleaning. May include front desk or lobby monitoring. *In-person task.*

ENTREPRENEURSHIP IN THE ARTS – Hybrid (Ages 16 – 24)

This internship is open to applicants who have experience with any art form such as visual arts, performing arts, literary arts, etc. In this position, interns will work independently and attend workshops where they will learn the skills required to be a working artist. 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 ACC 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

Daily remote work hours are between 10:00 am – 2:00 pm, which will be dedicated to virtual sessions, meetings and check ins. Afternoons between 3:00 pm - 6:00 pm will be remote workshop time three days a week and in-person twice a week. More detailed schedule to come. Must provide a portfolio of recent drawings/paintings to be considered.

CAMP CLASS ASSISTANT – In-person (Ages 14 – 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. Interns will work closely with both the Sitar staff, teaching artists and students. Applicants should have experience/interest in working with children, art, dance, music, and customer service.

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

- Assist Camp teachers with daily class and classroom management.
- Help with overseeing lunchtime tasks including recess transitions, lunch distribution, and lunch supervision.
- Supervise activities and complete day-to-day assignments such as attendance and set up.
- Work closely with Sitar staff, teaching artists and students.

MURAL ARTS INTERN – Hybrid (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 and in-person work sessions. Job responsibilities include, but are not limited to:

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| <ul style="list-style-type: none">• Work as part of the larger mural team in the creation, design, and completion of the summer mural projects• Participate in daily virtual and in-person painting work sessions• Post daily photos of work progress | <ul style="list-style-type: none">• Participate in weekly critique and team meetings• Design and complete a piece for the independent project based on the summer's theme• Assist in the final compilation of work at the end of session |
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Daily remote work hours are between 10:00 am – 2:00 pm, which will be dedicated to virtual sessions, meetings and check ins. Afternoons between 3:00 pm - 6:00 pm will be remote workshop time three days a week and in-person twice a week. More detailed schedule to come. Must provide a portfolio of recent drawings/paintings to be considered.

MUSICAL THEATER INTERN – In-person (Ages 16 – 24)

Learns how to assist with facilitating 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 culminating in an end-of-camp performance.

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| <ul style="list-style-type: none">• Receives and answers any/all communication from Sitar staff and musical theater teachers in a timely manner (ASAP during camp hours, within 24 hours outside of camp hours).• Attends and participates in Camp Sitar activities, this may include supervision of fieldtrips, day-to-day assignments, recess transitions, and lunch distribution. | <ul style="list-style-type: none">• Assists and collaborates with musical theater teachers with tracking student attendance, coaching/mentoring, stage and production management, etc.• Serve as liaison between musical theater teachers and Sitar staff and between students and musical theater teachers. |
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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 Nickole Best at nickole@sitarartscenter.org.

- Interns must attend additional training 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.

SUMMER INTERNSHIP ESSAY AND PORTFOLIO SUBMISSIONS

If applicable, an essay and portfolio should be submitted at the end of the application. Applications without complete essays or required portfolio will not be considered.

Please find application here: https://form.jotform.com/sitarartscenter/summer_internship_2022

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. 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.

Prompt #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?

Prompt #2: Think of someone who inspires you. This can be someone you know or someone from history or present-day. What are three qualities that stand out about this person and why are these qualities important to have? How would they make the world a better place?

Prompt #3: You were just elected to be the 47th 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.

Entrepreneurship applicants MUST respond to this prompt:

Prompt #4: If you had your own business/organization what would the mission be, who would it serve, and why is this mission important to you? What would you need to make this business/organization a reality?

PORTOLIO

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

- 3 to 5 images/samples
- Reflect your level and knowledge in the art form
- A social media link or a website (optional)

For Entrepreneurship in the Arts applicants, who may not have images of their work, 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.