

## MULTICULTURAL ARTS MANAGEMENT INTERNSHIP PROGRAM 2010 INTERN APPLICATION INFORMATION

### GENERAL INFORMATION ABOUT THIS APPLICATION

The mission of the Arts & Business Council of New York (ABC/NY) is to build bridges between the arts and business communities for the benefit of both. The organization functions as a matchmaker, bringing individuals and companies together with nonprofit arts organizations through a variety of programs.

For the Multicultural Arts Management Internship program, ABC/NY seeks not only the best talent, but also the best fit between an intern and a host organization. We also want to convene a class of interns who come from diverse backgrounds, who have diverse interests, and who will complement each other. Therefore, we want to gain an understanding of intern applicants' academic and extracurricular achievements *and* their interests, goals, and ideas. *Please use the application form and personal essay to help us get to know you better so we can make the best possible matches!*

### REQUIREMENTS AND ELIGIBILITY

The Multicultural Arts Management Internship program is designed to diversify the field of arts management and thus seeks candidates from traditionally under-represented backgrounds in the field, e.g. individuals of African-American, Asian/Pacific Islander, Latina/o, or Native American descent. In its review of candidates, ABC/NY will give *preference* to these applicants.

Eligible applicants **must** fulfill the following criteria:

- Be available during the **entire** length of the program, June 7 - August 13, 2010;
- Be a US citizen; and
- Have completed freshman, sophomore, or junior year of undergraduate study as of June 2010. Students who will have graduated as of June 2010 are still eligible to apply, but should explain why an internship experience (as opposed to full-time employment) relates to their future goals.

Successful candidates also demonstrate:

- an interest in arts management and
- arts/business/marketing coursework, professional work, and/or extracurricular activities.

### REVIEW PROCESS

Applications will be reviewed on a rolling basis until the deadline. Applicants will receive an e-mail confirming receipt of a completed application packet. Applicants selected for an interview will be notified (either via phone or e-mail) about scheduling an interview with ABC/NY staff. Applicants must make travel plans at their own expense; ABC/NY will also consider telephone interviews.

### 2010 PROGRAM TIMELINE

Host application deadline	February 5, 2010
<b>Intern application deadline (late applications will not be considered)</b>	<b>February 19, 2010</b>
Applicant interviews (in-person interviews are strongly preferred)	no later than March 26, 2010
Successful candidates advised of placement	no later than April 9, 2010
Program	June 7 - August 13, 2010

**QUESTIONS?** Email us at [interns@artsandbusiness-ny.org](mailto:interns@artsandbusiness-ny.org).

**Applicant Name:**

**ARTS & BUSINESS COUNCIL OF NEW YORK  
MULTICULTURAL ARTS MANAGEMENT INTERNSHIP PROGRAM  
2010 INTERN APPLICATION**

**ALL APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN FEBRUARY 19, 2010.**

Late or incomplete applications will not be considered.

**Submit all application materials to:**

Arts & Business Council of New York

Attn: Internship Program

One East 53<sup>rd</sup> Street, 3<sup>rd</sup> Floor

New York, NY 10022

OR

interns@artsandbusiness-ny.org

**REQUIRED APPLICATION MATERIALS**

**Please mail or e-mail these items directly to ABC/NY:**

**Intern Application (3 pages)**

**One-page résumé** that indicates the industries of past employers and your job responsibilities

**Personal essay** of approximately 500 words that addresses the following questions:

- What interests you about the program?
- How does your previous experience (school, work, extracurricular activities) relate to your suitability for the internship? Don't just list your accomplishments; tell us what distinguishes you as a good match for this program.
- What in particular would you like to achieve by participating?

**Please have these items mailed by their preparers directly to ABC/NY:**

**Two letters of recommendation** from professors, advisors, or employers (1 copy of each)

**Official transcript** from college/university (1 copy)

**PROGRAM QUESTIONS**

**How did you hear about this program? (check all that apply)**

- College/University Career Services Office
- Professor
- Online Job/Internship Site (specify):
- ABC/NY website
- ABC/NY Intern Alumnus/a
- Arts Organization (specify):
- Friend
- OTHER (specify):

**Have you applied to this program before?:**

**If "Yes," indicate what year(s):**

**Applicant Name:**

## **PERSONAL INFORMATION**

**First Name:**

**M.I.:**

**Last Name:**

**Social Security Number:**

**Date of Birth:**

**Gender:**  M  F

**My heritage includes:**  African-American  Asian/Pacific Islander  Caucasian  
(check all that apply)  Latina/o  Native American  Other (specify):

## **CONTACT INFORMATION**

**College/University:**

**School Address:**

**City:**

**State:**

**Zip:**

**Country:**

**Preferred Telephone:**

**Secondary Telephone** (if applicable):

**E-mail Address:**

**Permanent Address:**

**City:**

**State:**

**Zip:**

**Country:**

**Telephone:**

## **ACADEMIC INFORMATION**

**Year completed as of June 2010:**

**Major(s):**

**Minor(s):**

**Cumulative GPA:**

**If GPA not based on 4.0 scale, please explain:**

## **ACTIVITIES & SKILLS**

**What academic clubs, honor societies, research, athletics, social clubs, fraternity/sorority, volunteerism etc. do you participate in?**

**Computer Skills** (programs, platforms, etc.—include level of proficiency)

**Foreign Language Skills** (spoken, written, etc.—include level of proficiency)

**Other Relevant Skills**

## **INTERESTS**

**In 50 words or less, please describe your ideal internship project and ideal arts organization—What kind of work would you do? What would the environment be like? Please tell us what you think, not what you think we want to hear!**

**Applicant Name:**

**INTERESTS** continued

Please indicate your artistic and arts management skills and interests. Check all that apply.

<b>ARTISTIC</b>	<b>I have participated in:</b>	<b>I'd like to work with:</b>
<b>Performing Arts</b>		
Dance	<input type="checkbox"/> form:	<input type="checkbox"/> form:
Music	<input type="checkbox"/> instrument:	<input type="checkbox"/> instrument:
Musical Theater	<input type="checkbox"/>	<input type="checkbox"/>
Theater	<input type="checkbox"/>	<input type="checkbox"/>
Voice/Choral	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visual Arts</b>		
Drawing/Illustration	<input type="checkbox"/>	<input type="checkbox"/>
Film/Video/Animation	<input type="checkbox"/>	<input type="checkbox"/>
Graphic Design	<input type="checkbox"/>	<input type="checkbox"/>
Painting	<input type="checkbox"/>	<input type="checkbox"/>
Photography	<input type="checkbox"/>	<input type="checkbox"/>
Printmaking	<input type="checkbox"/>	<input type="checkbox"/>
Sculpture	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>		
Art History	<input type="checkbox"/>	<input type="checkbox"/>
Culturally-Specific Art	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Discipline	<input type="checkbox"/>	<input type="checkbox"/>
Other Art Forms	<input type="checkbox"/> (specify):	<input type="checkbox"/> (specify):
<b>ARTS MANAGEMENT</b>		
<b>Arts Marketing</b>		
Audience Development	<input type="checkbox"/>	<input type="checkbox"/>
Community Outreach/Affairs	<input type="checkbox"/>	<input type="checkbox"/>
Graphic/Web Design	<input type="checkbox"/>	<input type="checkbox"/>
Public Relations/Media	<input type="checkbox"/>	<input type="checkbox"/>
Web/E-mail Marketing	<input type="checkbox"/>	<input type="checkbox"/>
<b>Development/Fundraising</b>		
Corporate & Foundation Relations	<input type="checkbox"/>	<input type="checkbox"/>
Grant Writing/ Prospect Research	<input type="checkbox"/>	<input type="checkbox"/>
Individual Giving	<input type="checkbox"/>	<input type="checkbox"/>
Special Events Planning	<input type="checkbox"/>	<input type="checkbox"/>
<b>Program/Services</b>		
Arts Councils/Services	<input type="checkbox"/>	<input type="checkbox"/>
Arts Education	<input type="checkbox"/>	<input type="checkbox"/>
Exhibition/Performance/Program Planning	<input type="checkbox"/>	<input type="checkbox"/>
Grant Making	<input type="checkbox"/>	<input type="checkbox"/>
<b>Administration/Finance</b>		
Budgeting	<input type="checkbox"/>	<input type="checkbox"/>
Data Management	<input type="checkbox"/>	<input type="checkbox"/>
Management & Information Systems	<input type="checkbox"/>	<input type="checkbox"/>
Operations	<input type="checkbox"/>	<input type="checkbox"/>

I certify that the information I have submitted with this application is complete and accurate. I understand that any misrepresentation on my part may result in disqualification of my candidacy for the program.

**Signature:**

**Date:**