

## MULTICULTURAL ARTS MANAGEMENT INTERNSHIP PROGRAM 2012 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!* Also, please make sure to write your name on *every* page of the application.

We understand your entries may be longer than the spaces indicated. It's OK to use extra space, run onto a new line, etc., just please try to make your application form as easy for us to read as possible.

### 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 4 - August 10, 2012;
- be currently enrolled as an undergraduate student (students who will graduate in the spring of 2012 may apply but should state their case for seeking an internship rather than full-time employment); and
- be able to provide Employment Eligibility Verification as detailed in the Intern Guidelines document, which is posted at [www.artsandbusiness-ny.org/sc/internship](http://www.artsandbusiness-ny.org/sc/internship). For more information on Employment Eligibility Verification, please visit [http://www.i-9employmenteligibility.com/eligibility\\_docs.html](http://www.i-9employmenteligibility.com/eligibility_docs.html).

Candidates should 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.

### 2012 PROGRAM TIMELINE

**Intern application deadline (late applications will not be considered)**

Applicant interviews (in-person interviews are strongly preferred)

Successful candidates advised of placement

Program

**February 17, 2012**

no later than March 23, 2012

no later than April 16, 2012

June 4 - August 10, 2012

**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  
2012 INTERN APPLICATION**

**ALL APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN FEBRUARY 17, 2012.**

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](mailto:interns@artsandbusiness-ny.org)

If submitting your application via e-mail, please use the following naming conventions:

*E-mail subject line:* [Last Name] application CL (*paste your cover letter into the body of the e-mail*)

*Attachments:*

*Application Form (including this cover page):* [Last Name] Application

*Résumé:* [Last Name] Resume

*Personal Essay:* [Last Name] Essay

**REQUIRED APPLICATION MATERIALS**

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

- This cover page**
- 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  
(one copy from each of two references)
- Official transcript** from college/university (one copy)



**Applicant Name:**

## **ACTIVITIES & SKILLS**

**Please list any academic clubs, honor societies, research, athletics, social clubs, fraternity/sorority, volunteerism, etc. in which you participate or have participated. If not current, include year(s).**

**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 (yet realistic) internship project and 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! This will help us as we consider possible matches for you. You can read descriptions of past internship projects via the link at [www.artsandbusiness-ny.org/sc/internship](http://www.artsandbusiness-ny.org/sc/internship).**

**Applicant Name:**

**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>I have experience in:</b>		
<b>I'd like to work on:</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 (type name if submitting via e-mail):**

**Date:**