



SUMMER INTERNSHIPS

at the BEVERLY ARTS CENTER

The summer internship program at Beverly Arts Center creates opportunities for teens and young adults to learn professional job skills in a supportive, collaborative, and educational environment while contributing to the productivity and artistic success of summer arts camps, classes, and shows.

WHAT WE LOOK FOR IN AN INTERN

We are seeking young visual and performing artists with a passion for their field and the drive to succeed. Interns must be prompt, organized, friendly, and polite. Our intern staff is expected to work collaboratively and share ideas at once-a-week meetings. As we expect our interns to accept a certain amount of responsibility, references are required.

TYPES OF INTERNSHIPS

Paid Internships Ages 16-21

Our paid internships are offered in partnership with After School Matters (ASM). Due to the conditions of the ASM program, paid interns **must be a resident of the City of Chicago** for the duration of the program. We have many applicants for these positions, and selected interns must display an exceptionally high level of professionalism and dedication to their position.

Unpaid Internships Ages 16-21

Our unpaid internships are designed to offer the same opportunities and experience to applicants who are not residents of the City of Chicago. Most unpaid interns use their internship to gain **college credit or community service hours**. Unpaid interns are held to the same standards of professionalism as our paid interns.

Jr. Internships Ages 14 & 15

Each year we offer two (2) internships to students age 14 or 15 who evidence **exceptional organizational and communications skills in addition to a passion for the arts**. Although these are not paid positions, competition for these two slots is fierce. Please do not apply unless you are prepared to commit to the schedule.

Benefits Shared by All Interns

Weekly meeting/workshop: Each Friday all interns meet for workshops on subjects ranging resume preparation and job readiness to collaborative creation and art processes. Following the workshops, interns meet for lunch to discuss the previous week and engage in guided round-table discussions on a wide range of issues facing artists today.

Work closely with an established professional in your field of interest. All interns will work one on one with a supervisor who can provide career guidance and post-internship references and networking resources for outstanding interns. Some past interns have even been hired by the Beverly Arts Center following their internship!

State-of-the-Art Facilities. Whether you're building sets in a fully functional scene shop, working with a show that will be performed in our beautiful 400 seat Main Stage Theater, or escorting your campers from our newly renovated computer lab to our spacious dance studio, you'll love the luxury of creating in a space made just for the arts!



HOW TO APPLY FOR INTERNSHIPS

PAID INTERNSHIPS (ages 16-21 only)

1. Fill out the attached **application form** (the last two pages of this packet). You are encouraged to use a separate sheet to type essay answers.
2. You will need to fill out an on-line application at www.youthreadychicago.org. You may send in your application without completing the on-line portion (see below) but you will need to watch your email as we will notify all applicants when the form is available to fill out. **PLEASE NOTE THE FOLLOWING:**
 - a. The After School Matters Summer Programming portion of the on-line application will not be available until late April or Early May.
 - b. You can begin Youth Ready Chicago application now, but you will not be able to find our program in the After School Matters portion until they have updated their information for Summer.
 - c. If you are between the ages of 19 and 21, the site will notify you that you are too old to qualify for an After School Matters program. This is because the school-year programs are capped at age 18. You will be able to complete the application once Summer programs are posted, as those are capped at age 21
 - d. By filling out the on-line application, you will be entered into consideration for several programs throughout the city, not just our internship program. For this reason, you may be contacted for interviews by other organizations. You may choose whether to schedule other interviews at your discretion.
 - e. You may notice that the Youth Ready Chicago application is open to students ages 14-24. This is also because the application is for several different organizations. Our funding organization, After School Matters, has a strict age limit of 16 to 21 for acceptance. Younger/older students may use the application to apply for paid positions elsewhere, but our program must adhere to the ASM age limits for paid internships.
3. **Complete steps 2-7 as listed below** under “Unpaid and Junior Internships.”

UNPAID and JUNIOR INTERNSHIPS

1. Fill out the attached **application form** (the last two pages of this packet). You are encouraged to use a separate sheet to type essay answers.
2. Make sure you have included any **additional materials** required for your position of interest (see position descriptions for details).
3. **Drop your completed application off** at the Beverly Arts Center front desk attn: Emily Dugan, or mail it to:

Emily Dugan
Intern Coordinator
Beverly Arts Center
2407 W. 111th St.
Chicago, IL 60655
4. Applications are **due before April 15, 2010**.
5. You will receive **e-mail confirmation** that your application has been received.
6. Interns will be called for **interviews** during the end of April and beginning of May, 2010.
7. Interns will be **notified of their acceptance** status by May 15, 2010.



FREQUENTLY ASKED QUESTIONS

How old do I have to be to be a summer intern at the Beverly Arts Center?

Jr. Interns: 14 or 15 (note: we only accept two Jr. Interns a year)

Paid/Unpaid Interns: 16-21

What is the rate of pay for paid summer interns?

Interns are paid MINIMUM WAGE for a maximum of 135 hours.

Please note: Due to the nature of our funding, we are limited to a maximum of 135 paid hours total per intern. Some of our internship positions exceed 135 hours by 30-80 hours. Interns may choose to accept community service or school credit hours for any hours worked over 135.

When will I be paid?

Most interns will receive three pay checks during the course of their employment. The first will be issued in mid-July, the second in early August, and the third after the conclusion of programming. The amount of each payment will vary depending on the position and number of hours worked in each pay period.

What are the start and end dates of the program?

What are the hours of the internships?

See the Internship Position Descriptions for a detailed schedule for each position available.

What is the time commitment?

Internships range from a total of 135 hours to over 180 hours. Schedules vary widely by position (see Internship Position Descriptions for more information) and are often directly tied to one or more of our summer shows and camps. **Please consider the schedule carefully before you apply for any given position** and be sure to notify us of any conflicts on your application form.

Why do I have to fill out an on-line application for a paid position?

Our internships work in partnership with After School Matters, which requires their interns to apply through Youth Ready Chicago. Working with ASM gives us the ability to pay some of our summer interns an hourly wage. Also, your ability to correctly fill out your application tells us that you have good basic organizational skills and the ability to follow directions.

Why do I have to be a Chicago resident to apply for a paid position?

After School Matters, the partner that funds our program, is a grant-funded city program focused on providing opportunities to teens and young adults within the city limits.

Can I receive college credit/community service hours for this internship?

You can receive credit for any hours for which you are not already being paid. However, it will be your responsibility to keep management informed of all paperwork and deadlines associated with your school's program. In order to receive credit hours, your school must offer an off-campus internship or work-credit program. Please check with your school to see if they can provide credit for unpaid hours worked!

I will be out of town (at school) during your interview process. Do you do phone interviews? Yes.

We do prefer to interview in person if at all possible, but please note in your application if you will still be out of town when we are doing interviews!

I would like to audition for your summer Teen Thespians show. Can I be in the show and still participate in an internship program?

Our Teen Thespians summer show will accommodate conflicts for most internship positions. However, The Assistant Director and Stage Management internship positions on the Teen Thespians show may not be held by an actor in the show.



2010 Summer Internship Position Descriptions

Please read the position description carefully before indicating your interest. Please do not apply for a position if you are not available as noted in our schedules below!

GENERAL QUALIFICATIONS:

All internship applications must meet the following requirements to be considered for any position:

- Must be proficient in use of, and have consistent access to, **e-mail** and the **internet**.
- Application must be **completed fully and correctly** with attention to **spelling** and **punctuation**.
- If **additional materials** are required, they must be included and in the correct format.
- See **position descriptions for additional qualifications** for each position.

Outreach Administration Internship

Work with the Beverly Arts Center Director of Outreach to assist with organizational and administrative tasks related to outreach programming.

Additional Qualifications:

- Must be familiar with **Microsoft Word** and **Microsoft Excel**.
- Must have excellent **time management** and **organizational skills**.

Responsibilities

- Help sort and organize outreach records and filing systems.
- Assist with data entry for outreach programs
- Assist with the development, duplication, documentation, and distribution of administrative documents for outreach programs.
- Compile and a summary of the previous year's outreach programming prepare for presentation.
- Help prepare mailings and other promotional materials for distribution.
- Research potential schools and organizations for new outreach programs.

Schedule

Total Hours: 135

Outreach Orientation:

Monday, June 14, Noon-3pm

General Intern Orientation:

Monday, June 14, 4-6pm

Weekly Schedule:

WED, 6/16/10: 3pm to 5pm

7/19/10 to 7/22/10:

M, TU, W, TH: 11am-3pm

6/17/10 to 7/6/10:

MON, W: 11am-1pm

TU, TH: 10am-1pm

FRI: 10am-Noon

WED, 7/14/10 and TH, 7/15/10: Noon-2pm

7/26/2010 to 8/5/10:

M, TU, W, TH: 2pm to 4pm

7/7/10 to 7/13/10:

WED, TH, FRI, MON and TU: 10am to Noon

8/9/10 to 8/19/10:

M, TU, W, TH: 11am-3pm

Friday Meetings:

6/18/10 to 7/23/10: Noon-2pm

7/30/10: 3:30-5:30pm



Assistant Director

Assist the director of a full-scale musical with rehearsals, performances, and production design and coordination for either *Little Shop of Horrors* or *School House Rock, Live!*

Additional Qualifications

- **Previous work in theater** (can be performance, direction, technical, etc.)
- An interest in directing, theater education, or arts administration.
- Must be familiar with **Microsoft Word** and **Microsoft Excel**.

Responsibilities

- Assist the director in creating and maintaining the vision of the show
- Keep track of blocking
- Direct 1-2 scenes
- Help actors run/clean up previously learned material while the director focuses on new materials with other performers.
- Assist in tracking changes and additions for production staff.
- Take line notes during tech rehearsals.
- Assist with backstage supervision during performances
- Attend one production meeting per week.
- Assist with preparation and clean-up as necessary.

Schedule (*see note in FAQ concerning paid internships over 135 hours*)

Shared hours:

Assistant Director Orientation: Monday, June 7, 4:30-6:30pm

General Intern Orientation: Monday, June 14, 4-6pm

Friday Meetings:

6/18/10 to 7/23/10: Noon-2pm

7/30/10: 3:30-5:30pm

SCHOOL HOUSE ROCK, LIVE!

Total Hours: 141.5 (includes shared hrs)

Auditions:

June 1 and 2: 3:30-9:30pm

June 3: 3:30-9:30pm

First full cast/crew meeting:

Mon, June 7, 6:30 to 8:30pm

Production Meetings:

Dates and Times TBA (max 10 hrs total)

Rehearsals:

June 8, 9, 10, 14, 15, 16: 4:30-8:30pm

June 17-Jul 6: MON through TH, 12:30- 4:30pm

Tech Rehearsals:

July 7, 8, 9, and 13: 11:30am to 4:30pm

July 12: 11:30am to 5:30pm

PERFORMANCES:

WED, July 14: 9:30am-Noon

TH, July 15: 9:30am-Noon AND 6-8:30pm

FRI, July 17: 9:30am-Noon AND 6-8:30pm

SUN, July 19: 1-5pm

LITTLE SHOP OF HORRORS

Total Hours: 149.5 (includes shared hrs)

Auditions:

June 8, 9, and 10: 4:30-8:30pm

First full cast/crew meeting:

Mon, June 14, 6:30-8:30pm

Production Meetings:

Dates and Times TBA (max 10 hrs total)

Rehearsals:

June 15-July 20

MON: 11:30am- 4:30pm

TU, WED, TH: 3:30-7:30pm

Tech Rehearsals:

July 21, 22, 26, and 27: 3:30-8:30pm

July 25: 1:30-6:30pm-5

PERFORMANCES:

July 28: Noon-3:30pm

July 30: 6:30-9:30pm

July 31: 1-5pm

Aug 1: 1-6pm



Costume Design and Construction

Work under the supervision of a professional Costumer to help create the costumes for two full-scale musicals, *Little Shop of Horrors* and *School House Rock, Live!*. In addition to costume construction, interns will design selected costumes for each production.

Additional Qualifications

- Must be familiar with **basic use of a sewing machine.**
- Provide **photographs of two samples of clothing or accessories you have made or significantly altered.** (be prepared to talk about your process in the interview)
- Ideal candidate will also be able to **sew a design from a pattern** and/or have **prior experience in costuming or clothing design/construction**, but it is not required.

Responsibilities

- Assist with the design of 2-3 costumes per show for two shows.
- Create 2-3 major costume pieces from scratch (with assistance of crewmates).
- Assist with alterations on found/donated costume pieces.
- Follow a set production schedule to meet costuming deadlines for promotional photographs, technical rehearsals, and performances.
- Be available during shows to assist with quick changes/ emergency costume repairs.
- PLEASE NOTE: As part of their training and the costuming process, costuming interns will be expected find their own transportation to meet off-site at locations such as thrift stores and fabric stores. These outings will take place during regular programming hours. Interns will be met at the location by the crew supervisor and will always shop in pairs. A parent or other approved adult chaperone is welcome to attend with the intern on such outings.

Schedule Total Hours: 142.5

(see note in FAQ concerning paid internships over 135 hours)

General Intern Orientation: Monday, June 14, 4-6pm

Weekly Schedule:

June 15 through July 22

MON through TH, Noon-5pm

Friday Meetings:

6/18/10 to 7/23/10: Noon-2pm

7/30/10: 3:30-5:30pm

Strike SUN, Aug 1, 4-8pm

Costuming Interns will be called at the following times for dress rehearsals and costume run crew for performances.

SCHOOL HOUSE ROCK, LIVE!

Photo Call/First Dress:

MON, July 12: Noon to 5:30pm

Final Dress: TUE, July 13: Noon to 5pm

School House Rock Costume Check-In:

SUN, July 17: 3-4:30pm

(following final performance)

LITTLE SHOP OF HORRORS

Photo Call/First Dress:

MON, July 26: 3:30-8:30pm

Final Dress: TUE, July 27, 3:30-8:30pm

PERFORMANCES (run crew):

July 28: Noon-3:30pm

July 30: 6:30-9:30pm

July 31: 1-5pm

Aug 1: 1-8pm (includes strike)



Not-for-Profit Administration Internship

Work with the various Beverly Arts Center staff members, including the Director of Development, Graphic Designer, President of the Young Adult Board, Public Relations and Literary Department Director, Director of the School of the Arts, and Gallery Curator to perform a variety of tasks related to the day-to-day operations of a major not-for-profit organization.

Additional Qualifications

- Must be familiar with the **internet** and the use of **common social networking programs**.
- Must be familiar with **Microsoft Word** and **Microsoft Excel**.
- Must have **good communication & interpersonal skills**.
- Must be **comfortable working in a fast-paced environment**.
- Must have excellent **time management** and **organizational skills**.
- Must be willing to **learn new things** and **take direction**.
- Must be familiar with the use of a consumer-level (“point-and-shoot”) **digital camera**.
- Familiarity with **Adobe Photoshop** and **Illustrator** a plus, but not required.
- Familiarity with **Microsoft Powerpoint** a plus, but not required.
- Have own digital camera a plus, but not required.
- Applicants for this position must **submit an example of a project you have completed on your own that includes one or more of the following**:
 - **Samples of your writing**.
 - **Research you have completed, compiled, and cited**.
 - **Photographs you have taken and/or edited yourself**.

Responsibilities

- Create, update, print, and file Excel databases, verify database information by phone.
- Prepare mailings, make phone calls and complete other prep work for fundraising events.
- Distribute event posters to local businesses.
- Take inventory of art supplies and help organize work spaces.
- Assist in decorating lobby displays.
- Document past gallery exhibits.
- Document and make tags for BAC permanent collection.
- Photograph gallery exhibits, classes and events.
- Edit and organize photos for use in promotional materials and archives
- Assist gallery curator with hanging and taking down exhibits
- Some filing.

Schedule Total Hours: 135

General Intern Orientation:

Monday, June 14, 4-6pm

Friday Meetings:

6/18/10 to 7/23/10: Noon-2pm

7/30/10: 3:30-5:30pm

Weekly Schedule: 6/22/10 to 7/30/10

TU, 10am-2pm: Assist Graphic Designer, Gallery Curator, Head of Young Adult Board

W, 10am-4pm: Assist Dir. of Development, Head of Public Relations/Literary Dept. Director

TH, 10am-2pm: Assist Director of the School of the Arts

F, 10am-12pm: Assist Head of Public Relations/Literary Dept. Director

- **Four additional hours photographing classes and events**—to be scheduled. Office hours also may occasionally be re-scheduled to provide time to photograph events or classes.



Set Design and Construction

Work under the supervision of a professional Set Designer and Carpenter to help create the set and props for two full-scale musicals, *Cats* and *Aladdin*. In addition to set and props construction, interns will be given the opportunity to design selected props and set pieces for each production.

Additional Qualifications

- Prior experience with **hand tools**
- **Provide a photograph** of something you have built from scratch.
- The ideal candidate will have **prior experience with power tools** and/or have **worked in set/props construction before**, but it is not required.

Responsibilities

- Assist with the design of 1-2 set pieces/props per show for two shows.
- Build set pieces and props for two shows.
- Follow a set production schedule to meet deadlines for promotional photographs, technical rehearsals, and performances.
- Be available during shows to assist with scene changes.

Schedule Total Hours: 187 (*see note in FAQ concerning paid internships over 135 hours*)

General Intern Orientation:

Monday, June 14, 4-6pm

Set Crew Orientation:

Tuesday, June 15, 6-8pm

Weekly Schedule:

June 17: 4-8pm

June 21-July 6: MON-TH Noon-5pm

July 7-13: See *School House Rock, Live!* tech schedule below

July 14, and 15: See *School House Rock, Live!* tech schedule, plus 1pm-5pm

July 19 and 20: Noon-5pm

July 21, 22, 26, and 27: See *Little Shop* tech schedule below, plus Noon-2:30

July 25 and 28-31: See *Little Shop* tech schedule below

Friday Meetings:

6/18/10 to 7/23/10: Noon-2pm

7/30/10: 3:30-5:30pm

Strike: Monday, Aug 2, Noon-5pm

Set Interns will work as “run crew” for both of the following shows:

SCHOOL HOUSE ROCK, LIVE!

Tech Rehearsals:

July 7, 8, 9, and 13: 11:30am to 4:30pm

July 12: 11:30am to 5:30pm

PERFORMANCES:

WED, July 14: 9:30am-Noon

TH, July 15: 9:30am-Noon AND 6:30-9pm

FRI, July 16: 9:30am-Noon AND 6:30-9pm

SUN, July 17: 1:00-5pm

(includes set breakdown)

LITTLE SHOP OF HORRORS

Tech Rehearsals:

July 21, 22, 26, and 27: 3:30-8:30pm

July 25: 1:30-6:30pm

PERFORMANCES:

July 28: Noon-3:30pm

July 30: 6:30-9:30pm

July 31: 1-5pm

Aug 1: 1-6pm



Stage Management

Act as Stage Manager or Assistant Stage Manager for either *School House Rock, Live!* or *Little Shop of Horrors*. Assist with rehearsals, performances, and production coordination.

Additional Qualifications

- Must have **previous technical theater experience** (Stage Management experience ideal)
- Excellent **organizational** and **time management** skills.
- Must be familiar with **Microsoft Word** and **Microsoft Excel**.

Responsibilities

- Assist the director in maintaining show records such as schedules, actor contact information.
- Create sign-in sheets, sign actors in at each rehearsal.
- Keep track of blocking.
- Create and maintain a master “Cue Script” for performances.
- Assist in tracking changes and additions for production staff.
- Take technical notes during rehearsals.
- Assist with backstage supervision during performances.
- Attend one production meeting per week.
- Assist with preparation and clean-up as necessary.
- Assist with oversight of a small stage crew.

Schedule (*see note in FAQ concerning paid internships over 135 hours*)

Shared hours:

Stage Management Orientation: Monday, June 7, 4:30-6:30pm

General Intern Orientation: Monday, June 14, 4-6pm

Friday Meetings:

6/18/10 to 7/23/10: Noon-2pm

7/30/10: 3:30-5:30pm

SCHOOL HOUSE ROCK, LIVE!

Total Hours: 141.5 (includes shared hrs)

Auditions:

June 1 and 2: 3:30-9:30pm

June 3: 3:30-9:30pm

First full cast/crew meeting:

Mon, June 7, 6:30 to 8:30pm

Production Meetings:

Dates and Times TBA (max 10 hrs total)

Rehearsals:

June 8, 9, 10, 14, 15, 16: 4:30-8:30pm

June 17-Jul 6: MON through TH, 12:30- 4:30pm

Tech Rehearsals:

July 7, 8, 9, and 13: 11:30am to 4:30pm

July 12: 11:30am to 5:30pm

PERFORMANCES:

WED, July 14: 9:30am-Noon

TH, July 15: 9:30am-Noon AND 6-8:30pm

FRI, July 17: 9:30am-Noon AND 6-8:30pm

SUN, July 19: 1-5pm

LITTLE SHOP OF HORRORS

Total Hours: 149.5 (includes shared hrs)

Auditions:

June 8, 9, and 10: 4:30-8:30pm

First full cast/crew meeting:

Mon, June 14, 6:30-8:30pm

Production Meetings:

Dates and Times TBA (max 10 hrs total)

Rehearsals:

June 15-July 20

MON: 11:30am- 4:30pm

TU, WED, TH: 3:30-7:30pm

Tech Rehearsals:

July 21, 22, 26, and 27: 3:30-8:30pm

July 25: 1:30-6:30pm-5

PERFORMANCES:

July 28: Noon-3:30pm

July 30: 6:30-9:30pm

July 31: 1-5pm

Aug 1: 1-6pm



Summer Arts Experience Camp Counselor

Work with students ages 5-12yrs in our Summer Arts Experience day camp. Build relationships with campers while supervising and assisting with discipline during classes in ceramics, visual arts, drama, dance, music, and computer arts as well as special Wednesday events/workshops.

Additional Qualifications

- **Previous work with youth** (includes babysitting, tutoring, mentoring, etc.)
- An interest in or passion for any branch of the arts.
- Previous experience in any branch of the arts
- Applicant may choose to submit an art portfolio or performing arts resume.
(NOT REQUIRED)

Responsibilities

Each counselor will work with an assigned group of students ages 5-12yrs

- Escort students to and from classes.
- Supervise bathroom breaks, etc.
- Assist with lunchroom supervision.
- Greet and check students in at morning meeting.
- Assist with supervision of student pickup at the end of the day.
- Assist class instructors as necessary and help maintain discipline during classes as well as special Wednesday events/workshops.
- Build relationships with students as well as their parents and caregivers.
- Assist with project preparation and clean-up as necessary.

Schedule

Total Hours:

Session I or II: 144 (*see note in FAQ concerning paid internships over 135 hours*)

Full Summer: 228 (*see note in FAQ concerning paid internships over 135 hours*)

General Intern Orientation:

Monday, June 14, 4-6pm

Counselor Orientation:

Session I and Full Summer Counselors: Monday June 21, Noon-2pm

Session II Counselors: Monday, July 19, Noon-2pm

Weekly: TU, W, TH, 8:30am-3:30pm

Please remember to note on your application whether you are applying for Session I, Session II, or the Full Summer

Session I (6 weeks): 6/22/10 to 7/29/10

Session II (6 weeks): 7/20/10 to 8/26/10

Full Summer (10 weeks): 6/22/10 to 8/26/10

Friday Meetings:

6/18/10 to 7/23/10: Noon-2pm

7/30/10: 3:30-5:30pm



Summer Arts Experience Assistant Camp Director

Assist the Camp Director of our Summer Arts Experience day camp with day-to-day camp operations. Assist with record-keeping, camp discipline and oversight, and building relationships with parents and caregivers. Assist Camp Director with preparation for and presentation of End-of-Session Showcases.

Additional Qualifications

- **Previous work with youth** (includes babysitting, tutoring, mentoring, etc.)
- An interest in or passion for any branch of the arts.
- Previous experience in any branch of the arts
- Excellent **organizational** and **time management** skills.
- Must be familiar with **Microsoft Word** and **Microsoft Excel**.
- Previous administrative or office work preferred, but not required.
- Applicant may choose to submit an art portfolio or performing arts resume.
(NOT REQUIRED)

Responsibilities

Each counselor will work with an assigned group of students ages 5-12yrs

- Assist the Camp Director with creation and maintenance of camper information documents.
- Help prepare information to be sent home with campers about session performances.
- Help prepare, collect, and document field trip permission slips as necessary.
- Assist with discipline as necessary.
- Assist with lunchroom supervision.
- Greet and check students in at morning meeting.
- Assist with supervision of student pickup at the end of the day.
- Serve as a substitute for any counselors absent due to illness or emergency.
- Build relationships with students as well as their parents and caregivers.
- Assist with project preparation and clean-up as necessary.

Schedule

Total Hours: 228 (*see note in FAQ concerning paid internships over 135 hours*)

General Intern Orientation:

Monday, June 14, 4-6pm

Counselor Orientation:

Session I and Full Summer Counselors: Monday June 21, Noon-2pm

Session II Counselors: Monday, July 19, Noon-2pm

Weekly:

TU, W, TH, 8:30am-3:30pm

6/22/10 to 8/26/10

Friday Meetings:

6/18/10 to 7/23/10: Noon-2pm

7/30/10: 3:30-5:30pm



BEVERLY ARTS CENTER SUMMER INTERNSHIP APPLICATION

Please read carefully and remember to fill in all fields completely and attach any necessary additional materials (resume, typed essay answers, or work samples)

Name: _____ Age: _____ Date of Birth: ___/___/___

Primary Phone: _____ home cell

Secondary Phone: _____ home cell

Street address: _____ City: _____ Zip: _____

Please use the address at which you will reside during the program

E-mail address: _____ School: _____

Watch your e-mail for information about your application status!

FOR APPLICANTS UNDER THE AGE OF 18 ONLY:

Parent/Guardian Name(s): _____

Parent Primary Phone: _____ home cell

Parent Secondary Phone: _____ home cell

TYPE OF INTERNSHIP: (Check all that apply)

I am interested in a PAID internship (Must be a City of Chicago resident)

I am interested in an UNPAID internship for (check all that apply)

- Experience
- Jr. Internship (ages 14 and 15 only)
- Community Service Hours
- Class credit hours at my school

Please indicate total number of hours needed for credit: _____

AREA(S) OF INTEREST: (Check all that apply)

- Outreach Administration
- Assistant Director: PLAYBAC *School House Rock, Live!*
- Assistant Director: Teen Thespians *Little Shop of Horrors*
- Costume Design and Construction
- Not-for Profit Administration
- Set Design and Construction
- Stage Manager: PLAYBAC *School House Rock, Live!*
- Stage Manager: Teen Thespians *Little Shop of Horrors*
- Summer Arts Experience Assistant Camp Director
- Summer Arts Experience Counselor (check one below)
 - Session I
 - Session II
 - Full Summer



BEVERLY ARTS CENTER SUMMER INTERNSHIP APPLICATION (con't)

Employment History: Please list a maximum of three previous employers below, or attach a resume. If you attach a resume, please remember to include phone numbers and email addresses for your references:

Employer	Position Held	Contact Name/Title	Dates of Employment	Contact Phone	Contact Email

Personal References: Please list three non-work-related references below. Teachers, Clergy, and Volunteer Supervisors are all examples of good personal references.

Reference Name	Relationship	Contact Phone #	Email address

Field-Related Experience: Please tell us about your prior experience in the field(s) for which you are applying. Especially share information any skills or experience noted in the “Additional Qualifications” section of the position for which you are applying. You may write below or attach another sheet with this information:

Why do you want to pursue a summer internship at the Beverly Arts Center? Tell us a little bit about why you are passionate about your field of interest, and why you specifically would like to pursue your passion at the Beverly Arts Center this summer. You may write below or attach another sheet with this information:

Do you have any conflicts? Please list any conflicts here and indicate with which position(s) they conflict:

If you are applying for a paid position, remember to attach your Youth Ready Chicago online application confirmation page.

You may also include your resume, essay answers on a separate page, and work samples if applicable.

Please return this application to the Beverly Arts Center front desk (or mail a copy to the address listed on page one of this packet) by **APRIL 15, 2010.**