

## ArtWorks Internship in the Arts Program

*Hired to Create. Inspired to Succeed.*

### Application for paid internship

\*For current 9<sup>th</sup> - 12<sup>th</sup> graders only. Students must be at least 14 years old.

**Application Deadline: May 13, 2016**

**ALL of the following materials must be received by 4:00 pm on the deadline date for your application to be accepted for consideration.**

**Application checklist:**

- This completed application form.
- Typed and completed responses to the short answer section of this application.
- (1) Letter of recommendation **or** (1) completed Recommendation form, attached.

**About the Program (Please read carefully)**

Arts for Learning's Summer ArtWorks program is a 6-week, partially paid internship in the arts. Interns will work alongside a Project Facilitator in a specific artistic co-op of their choice to create works of art, while learning key workforce development skills; all interns are required to attend a 1-hr writing lab each week. Interns will also produce public performances and exhibitions of their work. No prior arts experience is necessary, but applicants should have a strong interest in the arts and a willingness to learn in a diverse setting.

**Interns will receive payment for (120) hours of work, (30) hours of community service, and participate in (36) hours of unpaid art and workforce skill development.**

**Internship Schedule**

Internship dates: June 20, 2016 – July 30, 2016

Days & Hours: Monday – Friday, 9:00 am – 3:30 pm, \*with some later evenings and Saturdays required

\*Twice a week, hours will be extended by one hour for a writing lab and open lab; Interns will select their preferred writing lab day.

**LOCATIONS**

- Bakehouse Art Complex, 561 NW 32<sup>nd</sup> Street, Miami, FL 33127 - Visual Arts
- The Light Box at Goldman Warehouse, 404 NW 26<sup>th</sup> Street, Miami, FL 33127 – Performing Arts

**Which employment co-op are you most interested in?**

Applicants must select one:

\_\_\_\_\_ Visual Art Co-op \_\_\_\_\_ Performing Arts Co-op (Theater/Dance/Vocal)

**(Optional) Additional Opportunity:**

\_\_\_\_\_ Creative Writing/Digital Storytelling \*This cohort will include interns from both co-ops.

**PERSONAL INFORMATION** (please print or type clearly)

Name: \_\_\_\_\_  
first
middle
last

Address: \_\_\_\_\_ Apt. Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

Student Email (required): \_\_\_\_\_  Cell  Home  Work

Parent(s) or Guardian(s): \_\_\_\_\_ Daytime Phone(s): \_\_\_\_\_

Current School: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Type of School:  Public  Private  Home School Will you be at least 14 years old as of September 14, 2015?  Yes  No

Gender:  Male  Female

---

**Your answers to these questions are confidential and do NOT affect your acceptance into the program. Applicants at all income levels may apply.**

Have you or anyone in your household received cash payments under a federal, state, or local income-based public assistance program (for example, welfare, free school lunches or unemployment benefits)?  Yes  No

Have you or anyone in your household received or been determined to be eligible to receive Food Stamps within the past year?  
 Yes  No

Do you live:

With your parents                       On your own                       With relatives                       With non-relatives

Are you in the dependency system?  Yes  No                      How many people (including yourself) live in your household? \_\_\_\_\_

Ethnicity (optional):

Black Non-Hispanic     White Non-Hispanic     Hispanic                       Asian/Pacific Islander                       Native American Indian  
 Other \_\_\_\_\_

Do you have a documented disability?  Yes  No

---

### SHORT ANSWER

**Please answer ALL of the following questions on a separate page, typed responses are required.**

**You must answer each question in this section.**

- Will you be able to attend all scheduled dates and times as listed above? If not, please explain.
- Why do you want to participate in ArtWorks? How will participating help you reach your future goals? (250 - 400 words)
- Which workforce skill(s) do you need to better develop?
- Why is it important for young artists to have job opportunities in the arts? (250 - 400 words)
- Arts for Learning is an equal-opportunity employer. Do you have any special needs or physical limitations that require accommodations? Explain.

*By signing below, I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application. I authorize investigations of all statements contained in this application as may be necessary to make an employment decision. I agree that Arts for Learning will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions or responses made on this application. I understand that employment into ArtWorks is "at will," which means that either I or Arts for Learning can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. I hereby acknowledge that I have read and understand this entire application. BOTH SIGNATURES BELOW ARE REQUIRED.*

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**You must submit all of the required documents to Ivy Bennett at Arts for Learning by 4:00 PM on May 13, 2016. Applications may be mailed or emailed. Emailed applications should include no more than three attachments, please consolidate your documents.**

**PLEASE SELECT ONLY ONE DELIVERY OPTION.**

1. Mail: Ivy Bennett, Arts for Learning, 404 NW 26 Street, Miami, FL, 33127
2. Email : [a4lartworks@gmail.com](mailto:a4lartworks@gmail.com)

To contact Ivy Bennett directly, dial 305-576-1212 extension 36.

Selections for interviews will be made by May 20, 2016; you will be notified via email.

**ArtWorks RECOMMENDATION FORM**

---

**APPLICANT:** You may submit 2 letters of recommendation or this form, completed by an adult older than 21 years of age who is not a relative or friend. Please select someone who knows your work performance well, such as a teacher, past employer, mentor, or community or clergy leader. This form **MUST** accompany your application. We may contact your reference to verify their recommendation of your work.

**REFERENCE:** You may write a letter of recommendation for the Applicant, or complete this form. This recommendation is an important component of the ArtWorks hiring process. Applicants must submit this recommendation with their application. If you write a letter of recommendation, please be sure to reflect on questions below and to include your contact information. Thank you.

NAME OF APPLICANT \_\_\_\_\_

NAME OF REFERENCE \_\_\_\_\_

REFERENCE PHONE # \_\_\_\_\_

REFERENCE E-MAIL \_\_\_\_\_

What is your relationship to Applicant? \_\_\_\_\_

How long have you known him/her? \_\_\_\_\_

**Circle the rating that best describes the applicant:**

<b>DEPENDABILITY</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>PUNCTUALITY</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>ACCURACY OF WORK</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>WILLINGNESS TO LEARN</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>JUDGEMENT</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>COMMUNICATION SKILLS</b>				
<b>VERBAL</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>WRITTEN</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>PROFESSIONALISM</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>RESPECT FOR OTHERS</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>OVERALL IMPRESSION</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>

(Continued on next page)

**ArtWorks RECOMMENDATION FORM (cont.)**

**Please take time to answer the following questions.**

Have you observed the Applicant working on a team? If so, what was his/her role? How did he/she interact with the team? Would you recommend the Applicant for a job in a collaborative, team environment?

---

---

---

---

---

---

Is the Applicant self-motivated? Does he/she take direction well or require extra direction and/or supervision when assigned a task?

---

---

---

---

---

---

How does the Applicant respond to constructive criticism?

---

---

---

---

---

---

Would you recommend this person for ArtWorks? (Please circle one) Y/N

---

---

---

---

---

---

We encourage you to provide any additional comments.

---

---

---

---

---

---

**REFERENCE SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_