

APOLLO THEATER ACADEMY 2019 SUMMER INTERNSHIP PROGRAM

WHAT IS THE SUMMER INTERNSHIP PROGRAM?

The Apollo Theater Academy **Summer Internship Program** provides high school students with opportunities for professional and personal development as they explore managerial and production careers in the performing arts and entertainment industries.

Interns learn about non-performance careers and what takes place behind the scenes at the Apollo Theater. **THIS INTERNSHIP WILL NOT TEACH YOU HOW TO BE A PERFORMER.** Interns are assigned to work alongside staff members of the Apollo Theater for six weeks in various production departments to learn about lighting design, videography, audio engineering, carpentry and prop creation; interns will also be exposed to careers in arts administration while learning what it takes to produce live shows.

**JULY 1 -
AUGUST 12, 2019**

YOU SHOULD APPLY TO THE SUMMER INTERNSHIP PROGRAM IF YOU...

- ✓ have a serious interest in learning about careers behind the scenes in the performing arts and entertainment industries
- ✓ are currently in the 11th grade and will be entering the 12th grade in September 2018
- ✓ enjoy working on projects as part of a team
- ✓ will be available to attend the entire program: **Monday-Friday July 1 – August 12, 2019** (as well as special event dates as assigned)
- ✓ will be available to attend **(with a parent/guardian)** a mandatory parent orientation on the evening of **June 5, 2019**

This is a paid internship. The application process is competitive.
Not everyone who applies will be selected to participate.

HOW TO APPLY

STEP 1: REVIEW THE PROGRAM QUALIFICATIONS & REQUIREMENTS ON THE NEXT PAGE. You must meet all requirements of the program in order for your application to be considered.

STEP 2: CAREFULLY READ THROUGH THE INSTRUCTIONS. You will find these at the top of each page of the application.

STEP 3: COMPLETE THE APPLICATION FORM. Be sure to fill out all sections of the application and to keep the application in order. Neatness counts! Applications that are difficult to read or disorderly will delay the process. Make sure you have included all requested information including two (2) letters of recommendation and a copy of your most recent report card or transcript.
****INCOMPLETE AND LATE APPLICATIONS WILL NOT BE REVIEWED****

STEP 4: COMPLETE THE APPLICATION CHECKLIST. Use the checklist on the last page to make sure that you have completed all sections of the application.

STEP 5: SUBMIT YOUR COMPLETED APPLICATION BY FRIDAY, APRIL 19, 2019.

Relatives of Apollo Theater staff are not eligible to apply.

QUALIFICATIONS & REQUIREMENTS

TO BE CONSIDERED FOR THE SUMMER INTERNSHIP PROGRAM YOU MUST...

- be enrolled in High School, currently in the **11th grade**
- be a **New York City resident**
- have valid **GREEN working papers** (if under 18)
- have a **social security card** (only required if accepted)
- be available to work **Monday-Friday from July 1 through August 12, 2019**

IMPORTANT DATES

FRIDAY, APRIL 19TH This is the application deadline. Your completed application must be postmarked or received at the Apollo Theater no later than 6:00pm on April 19th. Late applications will not be accepted.

WEDNESDAY, JUNE 5TH There will be a mandatory parent/guardian orientation for accepted applicants on JUNE 5th. If accepted to the program, you will be required to attend the orientation with your parent or legal guardian.

MONDAY, JULY 1ST The 2019 Summer Internship Program begins on Monday, July 1st and continues for six weeks through Monday, August 12th. Only applicants who can commit to attending the entire program will be considered.

COMPENSATION

This is a paid internship. Interns are paid bi-weekly and are responsible for their own meals and transportation.

SCHEDULE

The Internship runs for six (6) weeks. Interns work Monday-Thursday, from 10:00 Am to 5:00 PM each day and Fridays from 10:00 AM to 1:00 PM. Additionally, interns will be assigned to Apollo Theater special events, TBA. **Before applying, determine whether or not you are able to commit to attending the entire program.**

PROGRAM DATES:

July: 1, 2, 3, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30, 31

and

August: 1, 2, 5, 6, 7, 8, 9, 12.

Your application must be postmarked or delivered in person by 6:00pm on Friday, April 19, 2019

Apollo Theater Academy
 Attention: Summer Internship Program
 253 West 125th Street
 New York, NY 10027

NO FAXES, PLEASE!

Once your application has been reviewed, we will contact you to let you know the status. Keep this page and the first page for your records.

QUESTIONS?

Contact us at 212.531.5333 or apollotheater.academy@apollotheater.org

NEED MORE INFORMATION?

Visit us on the web at www.apollotheater.org/education

SECTION 1: PERSONAL AND SCHOOL INFORMATION

Please print or type all information neatly and clearly.

APPLICANT INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Street Address _____ Apt. _____

City _____ State _____ Zip Code _____

Home Telephone _____ Mobile Telephone _____

Email Address _____ @ _____

PARENT OR GUARDIAN INFORMATION

First Name _____ Last Name _____

Daytime Telephone _____ Mobile Telephone _____

Email Address _____ @ _____

SCHOOL INFORMATION

Name of School _____

Street Address _____

City _____ State _____ Zip Code _____

Your Current Grade Level _____ Estimated Grade Point Average _____

Your Anticipated Date of Graduation Month _____ Year _____

School Guidance Counselor or Other Advisor Name _____

Counselor Telephone _____ Extension _____

Counselor Email Address _____ @ _____

How did you find out about the Apollo Theater Academy Summer Internship Program? (Be specific.)

SECTION 2: EXTRACURRICULAR ACTIVITIES, VOLUNTEER & WORK EXPERIENCE

Please print or type all information neatly and clearly.

Tell us about any previous work experience that you have had such as summer or after school jobs, internships or volunteering and extracurricular activities you are involved in at school or in your community. Feel free to copy this page should you require more space to list your information.

VOLUNTEER ACTIVITIES AND WORK EXPERIENCE	Dates of Participation
1. _____	Start Date: _____
	End Date: _____
2. _____	Start Date: _____
	End Date: _____
3. _____	Start Date: _____
	End Date: _____
4. _____	Start Date: _____
	End Date: _____
5. _____	Start Date: _____
	End Date: _____

EXTRACURRICULAR ACTIVITIES	Dates of Participation
1. _____	Start Date: _____
	End Date: _____
2. _____	Start Date: _____
	End Date: _____
3. _____	Start Date: _____
	End Date: _____
4. _____	Start Date: _____
	End Date: _____
5. _____	Start Date: _____
	End Date: _____

SECTION 3: ESSAY

Please answer the questions below; type or print all information neatly and clearly.

Feel free to write or type your statement on a separate page and attach it to this one.

Tell us why you are applying to the Apollo Theater Academy Summer Internship Program.

What are some of your goals and interests?

If selected, what do you hope to gain from your experience at the Apollo Theater?

What do you think you can contribute to the program?

SECTION 4: LETTER OF RECOMMENDATION #1

Please have an appropriate adult complete the recommendation below or write a detailed letter of recommendation on your behalf. A suggested appropriate adult includes a teacher, mentor, or guidance counselor. Make sure that your recommendation letter is printed neatly.

PLEASE NOTE THAT YOUR RECOMMENDATION LETTERS MUST BE FROM AN ADULT WHO IS A NON-FAMILY MEMBER. BE SURE TO INCLUDE YOUR LETTER OF RECOMMENDATION ALONG WITH YOUR APPLICATION.

APPLICANT'S NAME: _____

To Whom It May Concern:

The above named applicant is applying to the Apollo Theater Academy Summer Internship Program and has chosen you to write a letter in support of their application. Please complete the information below. Feel free to write a separate letter of recommendation; if you choose to do so, please return your recommendation letter to the applicant. The applicant should submit your recommendation letter or this completed form along with their completed application.

How long have you known the applicant and in what capacity? _____

The Apollo Theater Academy Summer Internship Program is an in-depth, 6-week career development program for students who are interested in careers in the arts or entertainment industries. Participants will be required to attend regularly, take instruction, work as part of a team and complete a variety of projects and assignments. In your opinion, the applicant can commit to meeting these requirements: (Check one)

- satisfactorily somewhat satisfactorily with some difficulty with great difficulty

Please explain: _____

Additional Comments: _____

Signature _____

Print Name _____

School / Business Name _____

School / Business Address _____

City _____ State _____ Zip Code _____

Position / Title _____ Phone Number _____

Email Address _____ @ _____

SECTION 4: LETTER OF RECOMMENDATION #2

Please have an appropriate adult complete the recommendation below or write a detailed letter of recommendation on your behalf. A suggested appropriate adult includes a teacher, mentor, or guidance counselor. Make sure that your recommendation letter is printed neatly.

PLEASE NOTE THAT YOUR RECOMMENDATION LETTERS MUST BE FROM AN ADULT WHO IS A NON-FAMILY MEMBER. BE SURE TO INCLUDE YOUR LETTER OF RECOMMENDATION ALONG WITH YOUR APPLICATION.

APPLICANT'S NAME: _____

To Whom It May Concern:

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- satisfactorily somewhat satisfactorily with some difficulty with great difficulty

Please explain: _____

Additional Comments: _____

Signature _____

Print Name _____

School / Business Name _____

School / Business Address _____

City _____ State _____ Zip Code _____

Position / Title _____ Phone Number _____

Email Address _____ @ _____

**IS YOUR APPLICATION
COMPLETE?**

BEFORE YOU SEND IN YOUR APPLICATION...

Use this **APPLICATION CHECKLIST** to make sure it is complete. Incomplete applications will not be considered. Check off each item as you go through and submit the checklist with your application.

I am interested in behind the scenes careers in the arts and entertainment industries	<input type="checkbox"/>
I am available for all of the program dates from July 1 to August 12, 2019	<input type="checkbox"/>
I have neatly completed each section of my application	<input type="checkbox"/>
I have included a copy of my most recent report card with my application	<input type="checkbox"/>
I have included two letters of recommendation with my application	<input type="checkbox"/>
I have valid GREEN working papers (if under 18; no copies needed now, must present if accepted)	<input type="checkbox"/>
I have a social security card (You do not need to send a copy of your social security card with this application. However, if accepted to the program, you will need to provide your original card.)	<input type="checkbox"/>

**REMEMBER
THE APPLICATION DEADLINE IS
FRIDAY, APRIL 19, 2019!**

Make certain your application is postmarked or delivered by the deadline.

Apollo Theater Academy
Summer Internship Program
253 West 125th Street
New York, NY 10027

NO FAXES, PLEASE!

Once your application has been reviewed you will be contacted and advised of your status.