



Greetings, prospective intern!

Thank you for your interest in the Arts Association. Administrative & Program interns hold serious responsibilities including but not limited to writing grants, supervising rehearsals, and assisting in administrative support. As interns are expected to show maturity, extraordinary work ethic, and focus at all times, we also request the following:

- Must be a rising high school senior
(may be a junior but seniors will have priority)
- One teacher recommendation
- Current high school transcript
- Writing samples (see attached for topics)
- A recent photo
- If a Newton County Schools student and will be working during the school day, applicant MUST enroll in a work study equivalent and work 10 hours per week (2 hours daily).

The current interns and staff will review your application, and will choose finalists. The finalists will then be interviewed by the Arts Association staff. The new interns will be informed by April 30, 2018.

All applications are due by April 14th, 2018.

We look forward to hearing from you. If you have any questions, feel free to call the Arts Association at (770) 786-8188, or e-mail Abigail Coggin, acoggin@newtoncountyarts.org.

Sincerely,

Arts Association Staff



Internship Application

Information Section

Name: _____

School: _____

E-mail Address: _____

Home Address: _____

Phone Number: _____

Extracurricular Obligations:

Rate yourself on a scale of 1 (low) to 10 (high):

(BE HONEST... we know you)

Organization: 1 2 3 4 5 6 7 8 9 10

Interpersonal Skills: 1 2 3 4 5 6 7 8 9 10

Punctuality: 1 2 3 4 5 6 7 8 9 10

Work Ethic: 1 2 3 4 5 6 7 8 9 10

Stress Management: 1 2 3 4 5 6 7 8 9 10

Creativity: 1 2 3 4 5 6 7 8 9 10

Writing Section - Attach on separate piece of paper

Short Essays (1 to 2 paragraphs):

- 1.) What do you expect to gain from this work experience?
- 2.) What skills and qualities can you add to the workplace?
- 3.) What does the Arts Association mean to you?

Situations (choose 2 prompts, 1 paragraph each):

- 1.) The Arts Association is presenting a show that has just been sold out. The following day, a person comes in and wants to buy a ticket. After respectfully telling them the show is sold out, they proceed to get angry with you, insisting that they need a ticket. What do you do?
- 2.) You are approached by a peer who is unhappy with the cast list of the spring show. How do you, as an intern, respond?
- 3.) An emergency arises at a rehearsal and you and your fellow interns are left in charge of 70 children. How do you manage the situation?
- 4.) An irate parent approaches you and demands to know why their child has not been provided with a costume. You know that the costumes are being fitted and will be given out by the costume mistresses as quickly as possible. How do you react?

Please return this application to the Arts Association by **April 14, 2018**.

Applications returned after this date will be considered, but will not be given first preference. Finalists will be notified, and a preliminary interview will be scheduled. Interns will be notified and selected by April 30, 2018.