

Arts Administration (March 5, 2024 - May 16, 2024)

1. **What is the duration of the internship?**
 - 10 Weeks
 2. **Is this a paid internship?**
 - Yes; \$15 hourly
 3. **What are the hours for interns?**
 - 3 to 6 pm, generally; special events hours can differ.
- *Please note, we do make accommodations for schedules on a case-by-case basis, but we are limited to our office hours, which are 10am-6pm.
4. **When will I be interviewed?**
 - After applications are reviewed, qualified applicants will be notified for interviews via email the week of January 22, 2024. Interviews will take place via Zoom.
 5. **Can I receive school credit for this internship?**
 - Yes, we can provide verification for successful completion.
 6. **Is there a dress code or specific attire required for the internship?**
 - Yes, business casual. Successful candidates will have this reviewed in-depth during their orientation.
 7. **What should I include in my application essay?**
 - We want to hear your why; give yourself some time with the questions being asked (they're in the application instructions when you open the link) and be thoughtful about your responses before starting to complete the form. This is not a place for a copy and paste of a college/scholarship essay. We strongly advise that you do some research; "I don't know" is not an acceptable response.
 8. **Why do I need to provide a current transcript/report card?**
 - As this program is for HS Seniors, we need to be able to verify that applicants are in fact in the 12th grade. Please make sure that your submissions are for the current school year and that your current grade level is visible.
 9. **How will I know my application was received?**
 - You will receive an immediate email response from us once your application is submitted. Make sure to check your junk/spam folder for a message from Apollo Theater Academy.
 10. **What should I do if the adults I've asked for a recommendation haven't submitted/didn't receive the link?**
 - First, have them check their junk/spam folders for an email from Formstack on behalf of Apollo Theater Academy. If they can't find it there, reach out to us at apollotheater.academy@apollotheater.org with your name, date of submission, the adult's name, and their email

address and we will send them a link. Remember, recommendations are due on the application deadline, January 8, 2024.

11. Will I need to provide proof of COVID-19 vaccination?

- Yes, all employees of the Apollo Theater must be vaccinated, and provide proof thereof in order to be onboarded as an employee.

12. Do I need working papers?

- Successful candidates who are under the age of 18 will need to provide a copy of their NYS working papers during Parent Orientation in order to successfully be onboarded as an employee. Please see your school's guidance counselor to help you get started on acquiring those if you don't already have them.

PROGRAM DATES:

ORIENTATION March 5, 6, 7

March 12, 13, 14, 19, 20, 21, 26, 27, 28

April 2, 3, 4, 9, 10, 11, 16, 17, 18, 30

May 1, 2, 7, 8, 9, 14, 15, 16

**The internship will not be in session during Spring Break.*