



Setting the Stage for Success

SUMMER INTERNSHIP PROGRAM

2010

PROGRAM DATES

July 6th through
August 13th

Complete and submit
your application by

Friday, April 30th, 2010

Contact us

Email your questions

education@apollotheater.org

or call us

212.531.5348

APOLLO

253 WEST 125TH STREET
NEW YORK, NY 10027
www.apollotheater.org



THE APOLLO THEATER ACADEMY SUMMER INTERNSHIP PROGRAM

provides rising high school seniors with opportunities for personal and professional development as they explore non-performance careers in the arts and entertainment industries. Through seminars, workshops, and hands-on training students develop leadership skills, experience a real world work environment, and connect with industry professionals.

Participants in the Summer Internship Program are also given the opportunity to broaden their knowledge of the Apollo Theater and the Harlem community. Over the course of the internship students come to understand the powerful ways that art impacts society and learn to make positive contributions to their communities through the arts.

Summer Interns are assigned to work alongside staff members of the Apollo Theater Foundation for six weeks in the following areas: **Box Office, Community Outreach, Development, Education, Events Management, Information Technology, Marketing and Public Relations, Organizational Leadership, Programming, and Technical Production.** Interns receive a small weekly stipend and are responsible for their own meals and transportation. If selected, interns must commit to attending the entire program and orientation sessions.

REQUIREMENTS

The Summer Internship Program is open to rising high school seniors. Students entering the 12th grade in September 2010 are welcome to apply and must obtain a:

- Valid New York State employment certificate (working papers) and Social Security card
- Valid school ID card with a photograph
- Recent school schedule and most recent report card or transcript

HOW TO APPLY

Complete sections 1, 2, and 3 of the application. Type or print neatly and clearly!

- Section 1:** Enter your personal information along with your school information.
- Section 2:** List information about jobs or internships you have held or volunteer work that you have done. Also tell us about any extracurricular activities, such as clubs, teams, or committees in which you participate.
- Section 3:** In this section, tell us about why you are applying to the Summer Internship Program, and your personal goals.

To complete **Section 4** ask at least two adults other than those related to you, such as a teacher, guidance counselor or mentor, to write a brief Letter of Recommendation in support of your application. **Be sure to print your name in the space provided for Applicant's Name on this form before giving it to the person who will submit your letter.**

Send your completed application and a copy of your most recent report card or transcript to:

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

Please note that late or incomplete applications will not be processed. This program is very competitive therefore not everyone who applies will be selected to participate. Relatives of Apollo Theater Foundation employees are not eligible to apply.

APOLLO THEATER ACADEMY SUMMER INTERNSHIP PROGRAM 2010 APPLICATION

SECTION 1: PERSONAL AND SCHOOL INFORMATION

Type or print all information neatly and clearly.



FIRST NAME	MIDDLE INITIAL	LAST NAME
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STREET ADDRESS	APT
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CITY	STATE	ZIP
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HOME TELEPHONE	MOBILE PHONE
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E-MAIL ADDRESS

NAME OF PARENT / GUARDIAN

DAYTIME PHONE NUMBER	MOBILE / EVENING PHONE
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HIGH SCHOOL	SCHOOL ADDRESS
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GRADE AS OF SEPTEMBER 2009	EXPECTED DATE OF GRADUATION
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SCHOOL GUIDANCE COUNSELOR OR OTHER ADVISOR NAME	PHONE NUMBER
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In the space provided below tell us how you found out about the Summer Internship Program:

APOLLO THEATER ACADEMY SUMMER INTERNSHIP PROGRAM 2010 APPLICATION
SECTION 2: EXTRA CURRICULAR ACTIVITIES, VOLUNTEER & WORK EXPERIENCE



Type or print 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

	Start:
	End:
	Start:
	End:
	Start:
	End:
	Start:
	End:
	Start:
	End:

EXTRACURRICULAR ACTIVITIES

DATES

	Start:
	End:
	Start:
	End:
	Start:
	End:
	Start:
	End:
	Start:
	End:

APOLLO THEATER ACADEMY SUMMER INTERNSHIP PROGRAM 2010 APPLICATION

SECTION 4: LETTER OF RECOMMENDATION #1

Type or print all information neatly and clearly.



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 that will require participants to attend regularly, take instruction, work as part of a team and complete a variety of projects and assignments. Do you feel the applicant can commit to meeting these requirements...(check one)

satisfactorily somewhat satisfactorily with some difficulty with great difficulty

Please explain:

Additional Comments:

Print Name

Signature

School / Business Name

Position / Title

School / Business Address

Phone Number and E-mail Address

APOLLO THEATER ACADEMY SUMMER INTERNSHIP PROGRAM 2010 APPLICATION

SECTION 4: LETTER OF RECOMMENDATION #2

Type or print all information neatly and clearly.



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 that will require participants to attend regularly, take instruction, work as part of a team and complete a variety of projects and assignments. Do you feel the applicant can commit to meeting these requirements...(check one)

satisfactorily somewhat satisfactorily with some difficulty with great difficulty

Please explain:

Additional Comments:

Print Name

Signature

School / Business Name

Position / Title

School / Business Address

Phone Number and E-mail Address