

Arts Internship Program Application Tips for Interested Students

- **Confirm you can commit to all 400 hours of this internship!** Depending on the number of hours worked per week, internships in this program can be anywhere between 10 weeks (@ 40 hours per week maximum) and 27 weeks (@ 15 hours per week minimum), so please review your schedule and ensure you can commit to this opportunity.
- **Apply as soon as possible!** Most organizations on the list require a cover letter and resume to apply for an available internship position. Positions will launch on the first Monday in April, May, June and July so best to be prepared!
- **Make sure your resume is spotless and error free.** Have it reviewed by someone at the career center at your college, a friend or a professor.
- Due to the competitive nature of the program, **plan on applying to at least 4-6 internships.** Do your research on organizations you're interested in. Check their websites and be familiar with their mission and work.
- Your cover letter must be tailored to the position you are applying for. Future employers don't want to see the name of another organization or another supervisor in the cover letter or email. Take the time to **make your resume stand out.**
- **How are you represented on the Internet?** Ensure that your online profile (photos, comments, or other information) demonstrates how you want to present yourself to a potential employer. Update any privacy settings if necessary. Make sure your email address is **appropriate and professional** for a potential employer.
- If the job opportunity says **"NO PHONE CALLS"** do not call them about the status of your application.
- **Apply to small, medium and large organizations.** Larger, well known organizations will receive a much higher number of resumes. The smaller nonprofit arts organizations will often offer you an opportunity to wear many hats
- **Pay close attention to the job postings!** Only apply for positions with start/end dates and hours per week that you can commit to.
- **Be open about your schedule and other responsibilities!** During the interview process, it is your responsibility to let the organizations know about you school schedule, other jobs or life commitments that will impact your internship schedule. Organizations can only be flexible if you give them enough notice to prepare.
- **Ask about remote work, if interested.** Each organization determines for themselves whether or not an intern can work remotely – not all organizations will be able to allow remote work. If this is something you are interested in, please ask during the interview.