

## Arizona Citizens for the Arts: Internship Guidelines



514 W. Roosevelt | Phoenix Arizona 85003  
P- 602-253-6535 | F- 602-253-6547

### **Purpose**

An internship with AzCA/AA will provide knowledge and opportunities only attainable through experience and hard work. Also, the intern will be introduced to an extensive variety of culture, networking, programs, and operations. We hope to provide tools, experience, and contacts necessary to thrive in the working world.

### **Hours**

Depending on the internship chosen, hours will vary. We will work with you to accommodate class and work schedules.

### **Application/review process**

Please review and make sure you meet the criteria before applying. To apply, please submit the following:

1. Application form
2. Resume
3. Personal Statement: this is a statement that is no longer than 500 words that explains why you are interested in working for Arizona Citizens Action for the Arts. Explain why you have chosen to apply for the specific internship. Tell us your experience (if applicable) as well as what you hope to achieve from this internship.

Any applications missing any of the above material will not be considered. Please send the above material in ONE envelop to the following address:

**ATTN:** Internships  
514 W. Roosevelt  
Phoenix, Arizona 85003

Upon receipt of application, we will send you an acknowledgement email to the account you provide us. Internships are primarily based on your personal statement as well as the recommendation letters. Interviews are required for all finalists. Arizona Citizens Action for the Arts will notify all applicants of the final decision to either offer or decline an internship.

For any additional information please contact:  
[admin@azcitizensforthearts.org](mailto:admin@azcitizensforthearts.org) or call 602-253-6535

**Arizona Citizens for the Arts: Internship Application**



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**Important:** All application materials must come together and in one complete package. Application materials will not be returned so be sure to make any necessary copies before sending your application.

**General Information**

Please type or print legibly in blue or black ink. Answer all questions completely.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Desired internship(s)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Education**

Univeristy/institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Major area(s) of study \_\_\_\_\_

Minor area(s) of study \_\_\_\_\_

Degree for which your studying \_\_\_\_\_

Additional information you wish to provide about your education:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills**

Describe your computer competency. What computer programs do you know and rate your fluency with that program from 1-5 (5 being completely fluent)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your experience with art? (no art experience is necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any relevant skills you have for the desired internship

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Experience**

Please include any previous internships or volunteer work if you feel they contributed to your work experience.

1. Organization \_\_\_\_\_ Dates \_\_\_\_\_

Job title \_\_\_\_\_ Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Organization \_\_\_\_\_ Dates \_\_\_\_\_

Job title \_\_\_\_\_ Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
3. Organization \_\_\_\_\_ Dates \_\_\_\_\_

Job title \_\_\_\_\_ Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

Please list the two references who support this candidate. These individuals should be people who will best convey candidate's work ethics, reliability, and attitude.

1. Name \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone number \_\_\_\_\_ E-mail address \_\_\_\_\_

2. Name \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone number \_\_\_\_\_ E-mail address \_\_\_\_\_

**How did you learn about this internship?** \_\_\_\_\_

**Certification**

I hereby certify that, to the best of my knowledge, all information contained in this internship application is true and correct.

Applicants signature \_\_\_\_\_ Date \_\_\_\_\_

Please send complete application materials to:

**Arizona Citizens for the Arts**

ATTN: Internships

514 W. Roosevelt

Phoenix, Arizona 85003