

INTERN APPLICATION

Thank you for your interest in the Internship Program at Angels Gate Cultural Center!

To join our Internship program, complete this application and return to:

Angels Gate Cultural Center
3601 South Gaffey Street, Box 1
San Pedro, Ca 90731
oscar@angelsgateart.org

The Internship Contract and must be completed and returned as part of the application. When your completed application has been received, we will contact your references and notify you when your application has been approved. If you are a high school or college student volunteer work can be credited for class time. Contact Oscar Garcia, by email at oscar@angelsgateart.org if you have any questions during the application process.

All information is kept confidential.

Application Date: _____

Name: _____

Email: _____

Street Address: _____

Home Phone: _____ Cell Phone: _____

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EDUCATIONAL BACKGROUND

High school diploma or GED? (circle one) Yes No

Name of college/university, if attended: _____

Currently enrolled? (circle one) Yes No

Number of years attended: _____

Degree: _____

Year received _____

Graduate Studies:

Name of college/university, if attended: _____

Currently enrolled? (circle one) Yes No

Number of years attended: _____

Degree: _____

Year received _____

PROFESSIONAL BACKGROUND

Current occupation and employer (name, address, phone, email) _____

If retired, former occupation(s) _____

PREVIOUS EMPLOYMENT/VOLUNTEER EXPERIENCE

Please list the name of the organizations and phone numbers, type of employment/volunteer service provided, and dates of service.

1. _____

2. _____

3. _____

4. _____

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INTERNSHIP INTEREST

Is there a particular type of Internship that interests you?

- Visual Arts:
 - Assist the Visual Arts Director in developing programming
 - Social networking promotion
 - Publicity for gallery programming
 - Open gallery, lead tours of exhibitions and assist in gallery educational programming
 - Assist all installation and de-installation duties including: patching walls, painting, handling of power tools, install of artwork for new exhibitions in gallery

- Development:
 - Assist the Director of Development in researching and applying for grants
 - Solicite new donations
 - Maintain relationships with donors
 - Assist in fundraising and corporate sponsorship
 - Manage development database (experience with DonorPerfect is preferred)

- Education:
 - Assist the Education Director in managing the Artist-in-Classroom program
 - Assist in administrating the Community Class program

- Events Planning:
 - Help with planning and organizing events such as poetry workshops, music festivals, and film screenings
 - Hospitality: helping set up/take down refreshments and decorations for all special events, performances and opening receptions.
 - Publicity for event programming

- Program Adminsitrator:
 - Database management and filing
 - Maintain bulletin boards on-site
 - Receptionist duties (answering phones etc.)
 - Publicity/marketing for the campus
 - Graphic design work of flyers and other promotional collateral

- Landscaping: beautifying the garden/landscape areas

Do you speak a foreign language? (circle one) Yes No If yes, please specify _____
American Sign Language? (circle one) Yes No

Why are you interested in interning at Angels Gate Cultural Center? _____

How did you hear about our Internship program? _____

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REFERENCES

Please list *two people not related to you* who can provide a professional reference. If possible, please include a current or former employer, teacher/professor or someone for whom you have volunteered.

1. Name: _____ Relationship to you: _____

Daytime Phone: _____ Alternative Phone: _____

2. Name: _____ Relationship to you: _____

Daytime Phone: _____ Alternative Phone: _____

Please note any medical conditions of which we or emergency personnel should be aware. *This information is only used in the event you require assistance.*

People to contact in case of emergency:

1. Name: _____ Relationship to you: _____

Full address _____

Home Phone: _____ Cell Phone: _____

2. Name: _____ Relationship to you: _____

Full address _____

Home Phone: _____ Cell Phone: _____

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Where did you hear about the Internship Program at Angels Gate Cultural Center?

- A friend
- AGCC Staff member or volunteer
- Parents or other family member
- Website
- Other (Please list: _____)

Have you ever been convicted of any crime (other than a minor traffic offence)?

(circle one) Yes No

If yes, please explain.

Please note the days of the week and the times you may be available to volunteer.

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Shift 1 10am - 1pm							
Shift 2 1pm - 5pm							
Shift 3 5pm - 9pm/or later.							

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INTERNSHIP CONTRACT

The agreement between Angels Gate Cultural Center (AGCC) and _____, is as follows.

THE INTERN AGREES TO THE FOLLOWING:

1. To abide by all policies and procedures of AGCC, as outlined in the intern handbook.
2. To provide accurate and up-to-date information on all application materials.
3. To successfully complete Internship orientation prior to service.
4. To set a monthly schedule that the Intern abides by.
5. To arrive on time as scheduled, inform staff if you will be late or absent.
6. To complete all required training for his/her particular Internship.
7. To log in hours on time sheet.
8. To turn in time sheets to the supervising staff member at the end of each month.
9. To accept AGCC's right to dismiss any Intern for poor attendance, conduct or attitude.
10. Treat other volunteers, program staff and clients with dignity and respect without regard to race, culture ethnicity, religion, sexual orientation, disability, gender or age.

THE ANGELS GATE CULTURAL CENTER AGREES TO THE FOLLOWING:

1. To provide professionally structured and well-managed Internship program.
2. To provide orientation, on-the-job training, evaluation, and supervision for the Intern.
3. To provide accurate record keeping of service and recognition for that service.
4. To provide enrichment opportunities for Interns in addition to regular training.
5. To allow for change of assignments as appropriate for both AGCC and the Intern.
6. To provide each Intern with a name tag, a copy of the Intern handbook.
7. To provide responsible Intern with a reference for future employment or education.

PARENT'S PORTION (for applicants under 18 years of age)

I have read and understand this application and I give my child permission to be a volunteer at Angels Gate Cultural Center. I accept full responsibility for my child's participation in this program. I give permission for AGCC to transport my child to any and all activities and consent to emergency medical attention in the event I cannot be reached.

Signature of Parent of Guardian

Date

Intern

Date

Supervising Staff

Date