APAP INTERNSHIP PROGRAM GUIDELINES 2018

APAP, the Association of Performing Arts Professionals (formerly the Association of Performing Arts Presenters) is the national service, advocacy and membership organization for presenters of the performing arts. APAP is dedicated to developing and supporting a robust performing arts industry and the professionals who work within it. In addition to the annual APAP|NYC conference - the world's leading convening for the performing arts industry - APAP is the industry's leading community for networking and knowledge.

APAP strengthens and advances careers and the field through professional development, resource sharing, advocacy and civic engagement. The more than 5,000 professionals represented by our over 1,600 national and international members come from performing arts centers, arts venues, university and municipal performance facilities, artist agencies and management companies, touring companies, consulting practices, vendors and self-presenting artists. For more information, visit: www.apap365.org.

Internships

APAP welcomes undergraduate and graduate students interested in learning about and working for a national service and advocacy organization. The internship program is designed to provide meaningful learning opportunities and on-the-job experience to students with an interest in the performing arts and/or arts administration. The APAP internship program is made up of two components: 50% departmental support and 50% project-based. Internships last approximately 10-12 weeks and are offered in the summer and fall, depending on the department. Interns work roughly 20-25 hours a week and tasks are tailored to the interests of the intern and organizational capacity of APAP during that time.

Department Details and Requirements

Interns will provide departmental office support to one of the following divisions: conference, marketing, membership, or programming (note: internships in the membership department are only available in the summer). Interns will have the opportunity to indicate which department(s) they are most interested in working with through the online application.

Conference

The Conference team executes the logistics of the annual APAP|NYC member conference, including speakers, sponsors, artist showcases, EXPO Hall, and venue management. Planning for the conference begins in March and April each year. Special projects and assignments could include planning special events (volunteer reception, awards luncheon), developing initiatives for the conference (technology fair, student initiative, etc.), enhancing staff training pre- and post-conference, and a project developed by the student in coordination with the needs of the organization.

Requirements: the ability to work in a fast-paced environment, excellent customer service skills, and a desire to learn about event management.
Marketing & Communications

The Communications team fosters the APAP brand, manages all messaging, and develops initiatives to best deliver information to APAP members through print, email, and other digital and social media mechanisms. Special projects and assignments could include assisting with implementation or creation of social media strategies, using Google Analytics to help guide marketing strategies, and a personal project of the intern’s choosing.

Requirements: strong writing/editing skills, the ability to communicate well over the phone and through email, a desire to learn more about marketing and communications.

Membership (Summer Only)

The Membership department concentrates on member development, stewardship, recruitment and retention. They also serve as the main point of contact for any questions about APAP member benefits. Special projects and assignments could include developing new member recruitment campaigns, assisting with our non-member communications strategy, and working on an all member survey campaign.

Requirements: good communication and customer service skills, interest in membership development, highly detail oriented, the ability to brainstorm and work effectively in a team environment.

Programs & Resources

The Programs and Resources team focuses on the organization’s re-granting and leadership programs, international initiatives, monthly webinar series, and other professional development opportunities for APAP’s membership. Some of these occur in conjunction with or at APAP|NYC, and others are offered year-round. This team also serves as the development staff for the organization. Special projects and assignments could include evaluation of current programs, grant research and writing for possible funding streams, coordinating application process and organizing panel reviews, strategizing ways to enhance program visibility, among other tasks of interest to the intern and of need to the department.

Requirements: the desire to support APAP’s mission, attention to detail, ability to multi-task, and interest in brainstorming creative avenues to enhance and support APAP’s various programs and initiatives.

Project Details and Requirements

Final projects will be decided and approved by the intern’s supervisor, but applicants will propose potential project topics in their cover letter. Project ideas can be focused to one specific department or multiple departments. Interns will have access to high-level staff on an ongoing basis for consultation and support of their project, as needed. The chosen project should adhere to the following criteria, and must:

- be a subject of interest to the intern or applicable to their major/area of expertise;
- provide a resource or service to APAP or the presenting field; and,
- upon completion, be a piece to be used in a portfolio when job-seeking or interviewing.
Eligibility

To be eligible for an APAP internship, all applicants must be a current undergraduate or graduate student (if undergraduate, must have completed at least two semesters of college education). In addition to any specific departmental requirements, applicants should also have:
  - strong communication skills (phone/email/in-person)
  - a willingness to work and/or have experience working in a fast-paced environment
  - have a passion for the arts and/or interest in working in the arts management/presenting field

Benefits

Interns who complete the program will have the opportunity to network with APAP staff and industry colleagues and may also request a letter of recommendation for future use. Additional benefits include:
  - stipend of $300 dispensed in two installments – 50% midway through the internship and 50% upon completion (note: no stipend will be given for incomplete internships)
  - one year complimentary student membership to APAP
  - opportunity to take advantage of student registration rates at APAP|NYC
  - academic/internship credit, per accepted participants’ university/college guidelines

Application Deadlines

APAP may review applications on a rolling basis, but all interested applicants should plan to submit their materials through the online application no later than the deadlines listed below. While interns must be available to work the entire length of the internship, schedules are flexible depending on each intern’s university/college calendar and their personal/professional schedule.

Summer Internships
  Application deadline: 5:00 p.m. Eastern on Thursday, April 5, 2018
  Summer Internship Date: Monday, June 4, 2018 - Friday, August 3, 2018*

Fall/Winter Internships
  Application deadline: 5:00 p.m. Eastern on Thursday, July 12, 2018
  Fall/Winter Internship Dates: Tuesday, September 4, 2018 - Friday, December 7, 2018 *

* Schedules are flexible depending on school and professional schedules.

How to Apply

Review the Guidelines and online application to collect all requested information in advance. Complete the online application by the indicated deadline above, and submit the following materials:
  - Cover Letter (including brief description of project idea)
  - Updated Resume

Applications may be reviewed on a rolling basis so submit materials at your earliest convenience. Also, note that references (professional or educational) may be requested at a later date.

Questions? Contact internships@apap365.org.