

# OJAI MUSIC FESTIVAL

## Arts Management Internship Application

Festival dates: September 16-19, 2021

Approximate dates of Internship: September 8, 2021—September 22, 2021

### Personal Information

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

DOB: \_\_\_\_\_ Are you legally authorized to work in the U.S.? YES \_\_\_\_ NO \_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address for Fall 2021: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### School Information

School: \_\_\_\_\_ Major: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

### Internship Placement (The Festival will assign interns, your preferences will be taken into consideration.)

Please indicate the days you are available: (date) \_\_\_\_\_ to (date) \_\_\_\_\_

Areas of interest (Please rank in order from 1 to 5 with 1 being your top interest):

\_\_\_ Office Administration      \_\_\_ Marketing/Public Relations      \_\_\_ Operations

\_\_\_ Box Office      \_\_\_ Live Stream      \_\_\_ Events/Development      \_\_\_ Education

\_\_\_ Stage Management      \_\_\_ Production      \_\_\_ Sound Assistant      (must have relevant experience)

\_\_\_ Patron Services (concessions, front of house)

Please list any related work experience:

Please list any skills you may have (Photography, video editing, sound, software, graphic, office programs, social media, etc.) to the above positions:

\_\_\_\_\_

\_\_\_\_\_

Will you need the Festival to arrange housing for your stay? YES\_\_\_ NO\_\_\_

If selected as an intern, would you bring a car to Ojai? YES\_\_\_ NO\_\_\_

Have you ever been convicted of a crime? YES\_\_\_ NO\_\_\_

If you answered "yes" please explain the circumstances in the space below or attach additional documentation if necessary.

**References**

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

**Essay**

Please answer the following questions on a separate piece of paper:

1. What do you find interesting interning with the Ojai Music Festival?
2. What do you hope to learn or gain during this internship?
3. Describe a past work or life experience that has given you the skills necessary to succeed outside of the classroom.
4. What strengths would you bring to the workplace?

*Returning applicants need only submit application and resume.*

*For first-time applicants, your submitted application should include:*

Cover letter, resume, application, and essay or question responses.

Submit two letters of recommendation. Letters from college faculty should include how the applicant would benefit from the Internship, and how the Internship would strengthen the applicant's specific college and career goals. Letters from college faculty must be on school letterhead. These letters may be sent with the application or to the office directly.

For questions or more information on the Festival and the Arts Management Internship program, contact the Festival by email

[lwalter@ojaifestival.org](mailto:lwalter@ojaifestival.org)

**Internship materials send to Laura Walter @ [lwalter@ojaifestival.org](mailto:lwalter@ojaifestival.org)**