The MSM Internship program is designed to offer students practical “real world” experience and the opportunity to cultivate the skills and contacts necessary to succeed in the professional marketplace. Because of the concentration of prominent arts organizations and national service agencies in NYC, MSM students have a terrific array of possibilities to enhance their education. Internships for current students are arranged for one semester at a time for varied college credit hours, depending on the scope of the work and the schedule.

Sample Internship Placements

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<th>ASCAP</th>
<th>JazzReach</th>
<th>Symphony Space</th>
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<td>BMI</td>
<td>Jazz at Lincoln Center</td>
<td>The Living Room</td>
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<td>Boosey and Hawkes, Inc.</td>
<td>New York City Opera</td>
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<td>Brooklyn Academy of Music</td>
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<td>Chamber Music America</td>
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<td>IMG Artists</td>
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How do I apply?

- Review the internship file of available programs at the Center for Music Entrepreneurship and select a short list of organizations of interest to you.

- Set up an appointment with Angela Myles Beeching, coordinator of the internship program and Director of the Center for Music Entrepreneurship by calling her at (917) 493-4474 or emailingabeeching@msmnyc.edu. She will provide additional information about the organizations you select and will determine whether openings are available for the semester desired.

- Submit your résumé and cover letters to your selected organizations requesting internship interviews. Prepare as though you were interviewing for a paid staff position (see below for preparation tips).

How do I get academic credit?

In addition to the procedure above, students who want to get academic credit for an internship should register for “Internship” ME2500 for credit. Please see Angela Myles Beeching before registering: approval is required. It is best to come in early to arrange the internship of your choice.

- After finding the right fit with an organization, you will be given an internship contract for the semester, to be signed by you, your staff supervisor, and Ms. Beeching.

- During the internship, keep an ongoing log of work done, contacts made, observations about the specific organization, and copies of written materials you produce.

- Send updates and responses to Angela Beeching about the progress of your internship and the work you’re doing.
• At the end of the semester, submit a final paper (3 pages) describing and assessing your internship experience: what you learned, what you accomplished, what surprised you, etc.

**What attributes does the supervisor look for in an intern candidate?**

• Basic office skills and experience
• Responsibility
• Punctuality — will call ahead if there’s a problem.
• Professionalism
• Someone motivated, enthusiastic about the work
• Someone interested in learning
• Someone who will get along well with other staff

**How can I prepare for my internship interview?**

Have your résumé ready—get advice on preparing an appropriate version, geared toward administrative work, from the Center for Music Entrepreneurship. Pick up the handout on interviewing as well. To practice your interviewing skills, make an appointment for a “mock interview.” Check your attire — dress appropriately for a job interview. Do your homework — know about the organization, read their brochure, annual report, or newsletter. Be on time. Make eye contact. Smile. Give a good firm handshake. Ask knowledgeable questions, find out specifically what is involved in the internship at that organization, what kind of projects you might work on, etc.

**Sample Interview Questions**

• Tell me why an internship with us at __________ interests you.

• Tell me about yourself, your interests in the arts, your career goals and background.

• What jobs or volunteer experiences have you had? Were there things about your other jobs and volunteer experiences that you particularly liked or disliked?

• What do you want to get out of the internship?

• What are the skills and strengths that you would bring to this organization?

• Elaborate on the following skills:
  writing speaking computers phone research

• Are you able to commit to a permanent schedule of ten hours per week for the entire semester?

**Guidelines for Interns on the Job**

*How will you be evaluated?*

*What will your supervisor expect of you?*

You are working in a professional environment and your colleagues expect you to behave accordingly.

Chances are, your staff supervisor will start you with the easier, more basic projects first to see how fast you catch on and how thorough and conscientious you are as a worker. Often, you need to prove yourself and then ask for more challenging projects.

As part of your interview process, you should have a good sense of what projects you’ll be doing during the semester. Make sure you understand this so that you have a reasonable expectation for the level of work expected of you.
Interns are often given “entry level” work analogous to the work for employees starting at the bottom of an organization. Everyone in arts administration does some “grunt work” such as mailings, data entry, and filing. Not all of your internship work will be intellectually challenging because in the real world, jobs include a range of work. But if you’re unhappy with the projects, frustrated, or confused, talk to your staff supervisor and talk to Angela Beeching at (917) 493-4474. Don’t be shy about this. If you’d rather first talk to Angela, do so; she can help you negotiate a better work situation.

Tips for on the Job

• Be on time! Your supervisor expects you to be at work at the hours you’ve agreed to. If your schedule is 9 am to 12 noon, it means you are there at 9 am, not 9:15, 9:10 or 9:05! Do people judge you on your punctuality? YES, not just in internships, but in all paid jobs.
• Ask questions to clarify and to learn more about the field.
• When you are given a project assignment, make sure you understand the directions, ask questions to clarify, and if your supervisor doesn’t check in to see how it’s going, ask to show them what you’ve done early on. Explain, “I just want to make sure I’ve got this right.”
• Ask for assignments/projects of interest to you. Express interest in helping out with others’ projects – this is the best way to learn the most about the entire organization and all the kinds of work opportunities in arts administration.
• Your attitude needs to be cooperative, friendly, professional. If you’re having a bad day, park your problems at the door before you start work. If you are not feeling up to work, give as much notice as possible and make up your hours as soon as you can.
• Meet deadlines for projects. If your supervisor has not given you a deadline, you should discuss how long she/he expects the project to take. When you have a deadline, if it seems like the project is taking longer than expected, tell your supervisor. They won’t know how things are going if you don’t check in.
• Keep your work area neat and organized, don’t leave clutter for someone else to deal with.
• When answering the phone, be professional: ask your supervisor how they would like you to answer the phone, as in, “Good afternoon! [NAME OF ORGANIZATION], how can I help you?”
• Take accurate, legible phone messages. Include date, time, ask callers to spell their name if you’re unsure, write your initials at the bottom in case there’s a question afterwards.
• Dress the part, look professional! You should dress appropriately for the office environment where you’re working. If in doubt, ask your supervisor.
• If a change in schedule is needed, ask well in advance. If you have a conflicting rehearsal, call as soon as you realize there’s a conflict and work out your make-up hours ASAP.
• If you’re sick, call in – explain and apologize. It’s good form. Don’t just say, “I won’t be coming in today!” It’s better to say, “Hi this is Jane Doe. I’ve got the flu and I’m sorry I won’t be able to come in today. I expect I’ll be back in on Wednesday as usual and I’ll work out then how to make up the 3 hours I’ll miss today.”
• You are not expected to work on your internship during school vacations, make sure your supervisor knows this and the dates beforehand.
• If you’re not getting regular feedback from your supervisor, it’s a good idea to check in and ask “how am I doing?” Every 3 weeks is wise.
• You will want to get a general letter of recommendation from your staff supervisor at the end of your internship. This is not for your grade, it’s for your future employment opportunities.

• If you plan to look for arts administration work in the future, it’s smart to ask your supervisors and other colleagues at your internship organization about entry-level jobs. Ask people how they got started in this kind of work, any suggestions they have for you about openings, people to talk with, network contacts, etc.

• Do not eat on the job. Your supervisor is expecting you to work 10 hours per week. If you plan to eat, schedule your work time around it.

• Do not do homework during internship hours.

• Don’t make personal calls or text friends during work time!
MSM Arts Administration Internship Application

To be completed and signed by student.
Return to Angela Myles Beeching
Center for Music Entrepreneurship (Room 015)
Email: abeeching@msmnyc.edu
Tel: (917) 493-4474

Name: _____________________________________________ _______________________________________________________

Phone: _______________________________ ____ Email: ______________________________________ ____________________

Degree program & year: ______________________________________ _________________________________________________

When do you want to do the internship (Fall, Spring or Summer)?  _________ _____________________________ _______________

Why are you interested in doing an arts administration internship?

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

What office admin experience do you have already?

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

Which computer programs are you proficient in?  (Microsoft Word, Excel, Photoshop, Dreamweaver, etc.)

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

Any specific areas/skills you would like to develop? (promotion/publicity, grantwriting, social media, finances, production, etc.)

____________________________________________________________________________________________________________

Do you have a specific genre of music that you would like the internship to focus on? (jazz, opera, orchestral, early music, etc.)

____________________________________________________________________________________________________________

Are there any organizations or companies you already have in mind and are interested in interning for?

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

Most internship placements are 9am-5pm Monday through Friday and many arts organizations are looking for interns to work about 10 hours per week. What hours do you have available?

____________________________________________________________________________________________________________
MSM Internship Program Contract
To be completed and signed by staff supervisor, intern, and faculty coordinator.

Return to Angela Myles Beeching.
Center for Music Entrepreneurship
120 Claremont Ave., NY, NY 10027
Email: abeeching@msmnyc.edu
Tel: (917) 493-4474
Fax: (917) 749-5471

Name of intern: _____________________________________________
Mailing address: _____________________________________________
_____________________________________________
Phone: _______________________________ Email: _____________________________________________

Name of Staff supervisor: ____________________________ Title: ____________________________
Mailing address: ____________________________ Phone: ____________________________
________________________________________ Email: _____________________________________________

Internship Starts: ____________________________ Internship ends: ____________________________

Weekly Schedule: name days and hours of internship. Minimum of 10 hours per week for the entire semester, with the exception of school holidays. Note that summer internships need to total 150 hours:

Responsibilities: [Describe briefly anticipated internship projects/duties]

The intern will keep a journal log of all work, listing specific projects or duties performed. This will be incorporated into a final 3 page paper about internship experience (what you did, what you learned, what you thought about this experience). The intern will submit this paper no later than ____________.

It is agreed that the intern will be evaluated throughout the internship semester. Angela Myles Beeching will be in contact with the staff supervisor and with the intern to evaluate the progress of the internship. At the end of the semester, the staff supervisor agrees to write a brief evaluation of the intern's performance. The intern's evaluation paper, the staff evaluation, and the contacts throughout the semester will all be used to assign a final grade for the internship semester.

Intern ____________________________________________ Date ____________

Staff Supervisor ____________________________________________ Date ____________

Faculty Coordinator ____________________________________________ Date ____________