



Administrative Internship Program

MadCAP is pleased to announce a new opportunity for high school students wishing to study and participate in Performance Ensembles. Our **Administrative Internship** positions involve young people in the inner workings of MadCAP's organizational and business workings. All interns working 40 hours in a semester will receive a full waiver for Performance Ensemble participation (private lessons are not eligible for this tuition waiver).

What will I do if I am accepted into this program? Administrative Interns are the face of our community on weekday evenings and will interact with MadCAP patrons regularly. Adm.In.s staff the front desk, **answer the phone**, are available while instructors are teaching to **answer questions**, and generally keep MadCAP running smoothly.

Will I have time to study while I'm working my MadCAP shift? Yes. Administrative Interns have a dedicated desk and will have internet access available for school work. Adm.In.s choose a shift each week and come at the same time weekly.

How do I get involved in the Adm.In. program? Simply fill out this application form, attach an additional page answering the questions included, and send it in to 100 North Hamilton Street, Madison, WI 53703 Attn: Kjerstie Johanson. You may also include a resume if available.

Name: _____ Date of Birth: _____
Current Address: _____ City: _____ State: _____ Zip: _____
E-mail address: _____ Phone: _____
Current age: _____ Current grade level: _____ School: _____
Clubs & Organizations: _____
Recent job or leadership experience: _____

Please list two people as references (not related to you) that know of your training, personality, character, or general abilities. Please include a phone number and e-mail address:

1. _____
2. _____

On a separate sheet of paper, please answer the following questions:

1. What special skills do you have to offer MadCAP?
2. How would participating in the Administrative Internship program at MadCAP benefit you and enrich your life experiences?
3. Do you have any specific time conflicts when MadCAP is in session and you are unable to come in?

Thank you for your application!