Music@Menlo

Internship Application

SEND APPLICATION PACKET TO:
Music@Menlo Internship Program
50 Valparaiso Avenue
Atherton, CA 94027
FAX: (650) 330-2016
internships@musicatmenlo.org

FULL NAME _____
LAST FIRST MIDDLE INITIAL

CURRENT ADDRESS

_____
STREET APT/P.O. BOX

_____
CITY STATE/PROVINCE ZIP/POSTAL CODE

PERMANENT ADDRESS (if different from current address)

_____
STREET APT/P.O. BOX

_____
CITY STATE/PROVINCE ZIP/POSTAL CODE

MOBILE PHONE (_____)_____

ALTERNATE PHONE (_____)_____

EMAIL _____

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENCY, OR DO YOU EXPECT TO HAVE SUCH BY THE DATE THE INTERNSHIP BEGINS? ☐ YES ☐ NO

CURRENT OR MOST RECENT COLLEGE OR UNIVERSITY

School _____ City _____ State _____

Major _____ Minor _____ GPA _____

Degree _____ Graduation Date (or expected date) _____

IF HIRED, CAN YOU, WITHIN THREE DAYS AFTER START DATE, PRESENT EVIDENCE OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? ☐ YES ☐ NO

PLEASE SELECT THE POSITION(S) YOU ARE APPLYING FOR. IF APPLYING FOR MORE THAN ONE, NUMBER ACCORDING TO PREFERENCE (see full descriptions at www.musicatmenlo.org)

____ Development Intern

____ Events and Hospitality Intern

____ Merchandising and Publicity Intern

____ Operations Intern

____ Patron and Donor Stewardship Intern

_____ Stage Manager Intern

_____ Student Liaison Intern

HOW DID YOU FIRST HEAR ABOUT MUSIC@MENLO'S INTERNSHIP PROGRAM?

☐ Handshake platform or my school's Career Center

☐ Music@Menlo website or social media

☐ Other _____

PLEASE INCLUDE IN YOUR APPLICATION PACKET THE FOLLOWING:

1. Cover letter that contains a brief personal statement and an outline of career goals, indication of which internships you are applying to, and why you are interested in a Music@Menlo internship.
2. Résumé listing relevant coursework, previous work and volunteer experience, and any special skills. No transcripts please.
3. Two letters of recommendation, which may be included with your packet or sent separately from author to internships@musicatmenlo.org.

I certify that the information written on this form and in my application packet is true and complete to the best of my knowledge. I understand that providing false, misleading or incomplete information may result in denial of further consideration of my application or, if already hired, termination of my internship at Music@Menlo.

NAME _____ DATE _____

SIGNATURE _____

Deadline For All Positions is February 15, 2023

Applications will be considered until all positions filled

Music@Menlo is a program of Menlo School and is an Equal Opportunity Employer