



## Administrative Internship

Programs Manager and Training Coordinator  
Amanda Ziemba, MM, MT-BC

### **Administrative Internship Program Description:**

The Institute for Therapy through the Arts (ITA) currently provides full-time (32-40 hour) and part-time (15-20 hour) administrative internships for college students who are interested in creative arts therapy, but majoring in other related fields (psychology, music, theater, art, etc.) or who may be interested in learning more about how a non-profit operates (business administration, accounting, public administration, social work, etc). Students who are enrolled in a non-creative arts therapy degree program are eligible to apply. They may receive academic credits as part of their internship/fieldwork class requirement if desired. Internship learning agreements need to be arranged with their affiliated academic institutions prior to the start of the internship.

The philosophy of the administrative internship is to provide students with opportunities to experience and gain exposure to creative arts therapy by assisting therapists in clinical sessions and engaging in projects that support ITA's mission. In some cases, if interns are interested in the non-clinical aspects of the program, they may choose a strictly administrative position. Interns will perform daily administrative tasks under the supervision of the Programs Manager and Training Coordinator in addition to their clinical hours. For a full-time position (32-40hrs/week), intern will be given roughly 10 direct weekly client contact hours; for a part-time position (15-20hrs/week), intern will be given roughly 5 direct weekly client contact hours. These hours may vary slightly from week to week and over the course of the internship.

Admin interns at ITA are supervised by the Programs Manager and Training Coordinator; however, they will also have the opportunity to work with other therapists and interns through collaborative projects. They will be assigned to a primary supervisor for their projects. They will be responsible to report and/or terminate any assigned projects to their primary supervisor. Interns will meet weekly with their primary supervisor for supervision as well as the Programs Manager and Training Coordinator for weekly group supervision with all of the clinical and administrative interns. This is to ensure admin interns receive adequate amount of supervision in order to gain basic understanding of creative art therapy. The Programs Manager and Training Coordinator and their primary supervisor will evaluate interns during different stages of the internship to ensure interns are meeting any academic requirement set forth by their academic institutions.

Interns will attend an orientation on the first day of their internship. If academic credits are desired, the intern will also finalize the internship learning agreement at this time. Interns will be required to participate in weekly clinical meetings as well as group supervision on Friday mornings.

Admin interns may choose to complete a final project by the end of the internship but this is not required. This project could be related to their field of study and could incorporate elements of their internship experience.



A reliable form of transportation is required for this internship; however, carpooling with other interns and therapists is encouraged. Interns are responsible for housing and dining. ITA is approximately within walking distance from downtown Evanston and the *Northwestern University*, which gives interns access to a variety of restaurants and shops. Evanston is an artistic and a diverse area that offers a lot of opportunities: arts & culture, festivals and concerts, dining and shopping, lakefront beaches in the summer time, and more! Within close proximity to the city of Chicago, there are many things to do and see. *Apartment People* and *Chicago Apartment Finders* are two of the many resources for apartment hunting.

### **Expectations of Administrative Interns:**

Interns are expected to be independent, creative, and open-minded individuals who can successfully multi-task and demonstrate flexibility. Interns should have experience using Microsoft Office and be comfortable completing administrative tasks. They are also expected to be familiar with at least one art form (music, art, dance/movement or drama). It is also preferred that interns have a genuine interest in creative arts therapy or are considering pursuing education in the field of creative arts therapy or non-profit administration.

### **Institute for Therapy through the Arts (ITA)**

#### **History:**

Founded in 1975, the Institute for Therapy through the Arts (ITA) is one of the few comprehensive community-based arts therapy programs in the United States to offer four creative arts treatment modalities – Music Therapy, Drama Therapy, Art Therapy and Dance/Movement Therapy.

ITA is nationally recognized and has distinguished itself in the use of integrated arts approaches to help children, adults and families to improve functioning related to psychological, developmental, physical or cognitive factors.

#### **Mission**

*To empower and energize individuals, families and communities to grow and heal by*

#### **INSPIRING CHANGE**

and wellness in individuals and families through Creative Arts Therapy;

#### **STRENGTHENING HEALTH**

in community organizations by providing state of the art consultation, training and clinical programs;

#### **CULTIVATING ACHIEVEMENT**

in students' academic and social development through a collaborative team approach to treatment in schools;

#### **FORGING LEADERSHIP**



in the Creative Arts Therapy fields by advocating for each discipline and providing integrated training experiences.

**Locations:**

The Institute for Therapy through the Arts is located north of Chicago in Evanston, Illinois ([www.cityofevanston.org](http://www.cityofevanston.org)). About two miles east of the Edens expressway (I-94) on Dempster Street, ITA is conveniently accessible by the car, bus, or rail. ITA is located in the north shore community of Evanston, ten miles from downtown Chicago, and eighteen miles from O’Hare International Airport. In addition to the main office of ITA, services are also provided at satellite locations at the Music Institute of Chicago’s Winnetka campus.

Main Office:  
2130 Green Bay Road  
Evanston, IL 60201

Lake Forest Campus:  
40 E Old Mill Rd.  
Lake Forest, IL 60045

Columbia Campus:  
600 S. Michigan Ave.  
Chicago, IL 60605

**ITA in the community:**

ITA is currently serving approximately 2,000 individuals at various sites in Cook, DuPage, Lake, and McHenry counties. In addition to two in-house clinic locations, ITA makes an impact through key partnerships with schools, adult day centers, nursing homes, hospitals, drug rehabilitation centers, and community after school programs.

ITA adheres to the best standards and practices in treatment approaches as determined by national accrediting bodies of creative arts therapists and the scientific literature. ITA therapists employ the use of only those approaches that are empirically and/or qualitatively researched.

ITA therapists provide the creative arts therapies within a continuity of care model. When possible and appropriate, ITA therapists will function as a member of a larger care/educational team, which will include communicating progress, challenges and diagnostic impressions with qualified and identified professionals.

**Services Provided at ITA:**

1) Clinical Services:

Music therapy, art therapy, drama therapy, dance/movement therapy in the following formats:

- Individual Therapy Sessions
- Group Therapy Sessions
- Contracted Services

2) Accessible Arts:

Accessible Arts is the integration of therapeutic techniques, psychological approaches and educational adaptations in order to create the conditions whereby an individual who might be challenged by socioeconomic status, physical disability, mental illness or developmental delay can fully participate in the creative process. ITA therapists provide:

- Consultation and Training for music educators
- Self-contained groups
- Mainstream groups

### 3.) Bridging Memory Through Music (BMTM)

The Bridging Memory Through Music program's vision is to improve the lives of individuals with dementia, and the lives of their family members or caregivers. This innovative 12-week program allows adults with dementia to attend music performances specifically designed to promote interaction with their family members through movement to music, singing, and playing hand-held percussion instruments. This multi-sensory interactive format incorporates principles from music therapy and the Orff music education method to improve quality of life, relationships, and stimulate memories for individuals with dementia.



## Application for Administrative Internship

Thank you for your interest in the administrative internship at the Institute for Therapy through the Arts. To apply please submit the following:

- A completed application form
- A copy of your resume
- Two letters of recommendation (please include information about your personal attributes, admin or other skills) \*
- An official copy of your most recent college transcripts from all institutions that you have attended \*
- An internship agreement/course description/syllabus from your academic institution if academic credits are desired

\*This can be sent with the application package if they are in sealed envelopes

ITA has at least one administrative intern position open per term. We recruit at least 3 admin interns for the summer.

INTERNSHIP DATES	APPLICATION DEADLINES (POSTMARKED BY)	INTERVIEW
<b>SEPTEMBER – DECEMBER</b>	July 31 <sup>st</sup>	August
<b>JANUARY – MARCH</b>	November 30 <sup>th</sup>	December
<b>MARCH – JUNE</b>	January 31 <sup>st</sup>	February
<b>SUMMER (JUNE – AUGUST)</b>	February 28 <sup>th</sup>	March

An on-site interview is required. In some circumstances, a phone/Skype interview may be arranged. Written and oral communication skills will be assessed during the application and interview process. E-mail is preferred for first time inquiries. Applicants will be notified via e-mail once a complete application is received.

Please send all application materials to:

Amanda Ziemba, MM, MT-BC  
 Programs Manager and Training Coordinator  
 Institute for Therapy through the Arts  
 2130 Green Bay Road  
 Evanston, IL 60201

*The Institute for Therapy through the Arts is an equal opportunity institution which complies with federal rules and regulations, and does not discriminate on the basis of race, color, age, creed, national origin, religious preference, sex, marital status, or presence of any physical or mental disability, except insofar as such factors are valid occupational qualifications.*



**Application for Administrative Internship**  
**Institute for Therapy through the Arts**

***Personal Information:***

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

Current Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

***School Information:***

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

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

Minor: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

Name of Internship Program/Field Study (If applicable): \_\_\_\_\_

Name of Contact Person from affiliated academic institution: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

***Creative Art Modality Interested In Working with:***

\_\_\_\_\_



***Areas of personal interest:***

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***Essay Questions (attach on separate page):***

1. What are your experiences with dance, drama, art, and music?
2. Why did you choose to apply to this internship and what are your expectations of it?
3. What are your future plans after completing your internship?

***Career Related Information:***

Please list three professional goals.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

***Letters of Recommendation sent by:***

- 1.) \_\_\_\_\_ e-mail: \_\_\_\_\_ phone: \_\_\_\_\_
- 2.) \_\_\_\_\_ e-mail: \_\_\_\_\_ phone: \_\_\_\_\_

***Internship format:***                      Full-time (32-40-hours/week)                      Part-time (15-20hours/week)

***Preferred start date & end date:*** \_\_\_\_\_ to \_\_\_\_\_

***Academic Credits Desired:***                      Yes                      No

***If academic credits desired, internship learning contract attached:***                      Yes                      No

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Applicant Signature

Date