



## Administrative Internship



## **Administrative Internship Program Description:**

The Institute for Therapy through the Arts (ITA) currently provides full-time (32-40 hour) and part-time (20-31 hour) administrative internships for students, recent graduates, or those seeking a new career path, 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 a primary supervisor in addition to their clinical hours. For a full-time position (32-40hrs/week), interns will be given roughly 8-10 direct weekly client contact hours; for a part-time position (20-31hrs/week), interns will be given roughly 4-5 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 a staff member on the leadership team; 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 Internship 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 Internship 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 Fridays.

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, which gives interns access to a variety of restaurants and shops. Evanston is an artistic and diverse area that offers a lot of opportunities: arts & culture, festivals and concerts, dining and shopping, lakefront beaches in the summertime, 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) and open to learning about the other art forms. It is also preferred that interns have a genuine interest in creative arts therapy or are considering pursuing education in the or related to the fields of creative arts therapy or non-profit administration.

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

#### **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 Statement***

Empowering individuals, families and communities to grow and heal through advanced approaches in Creative Arts Therapy, setting the standard for treatment, practice and training within the field.

#### **Locations:**

The Institute for Therapy through the Arts is located north of Chicago in Evanston, Illinois ([www.cityofevanston.org](http://www.cityofevanston.org)). ITA is located in the North Shore community of Evanston, ten miles from downtown Chicago, and eighteen miles from O'Hare International Airport.

#### **ITA in the community:**

ITA serve thousands of individuals at various sites in Cook, DuPage, Lake, and McHenry counties. In addition to our clinic at our Evanston office, ITA makes an impact through key partnerships with schools, adult day centers, nursing homes, hospitals, 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
- Family Therapy sessions
- Group Therapy Sessions
- Contracted Community Partners

#### 2) Musical Bridges to Memory

The Musical Bridges to Memory 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 research 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.

ITA interns may have the opportunity to assist in research being conducted within this program, helping to facilitate the program as well as assisting in data collection and analysis.



## 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.

<b>INTERNSHIP DATES</b>	<b>APPLICATION DEADLINES (POSTMARKED BY)</b>	<b>INTERVIEW</b>
<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/Zoom 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 and/or questions to:

[careers@itachicago.org](mailto:careers@itachicago.org)  
Institute for Therapy through the Arts  
1316 Sherman Ave  
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 and pronouns: \_\_\_\_\_

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 (20-31 hours/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