



2008 LOS ANGELES COUNTY ARTS INTERNSHIP PROGRAM

IMPORTANT INFORMATION FOR ORGANIZATIONS AND SUPERVISING MENTORS

OVERVIEW

The following material has been prepared to assist you in the recruiting, interviewing, and hiring process for the interns you will be hosting this summer. Included is general information for the Los Angeles County Arts Internship Program as a reminder of the purpose for the program, as well as important recruiting and operational considerations, and information that should be shared with the intern candidates.

PROGRAM PURPOSE

The Los Angeles County Board of Supervisors established the Arts Internship Program (which provides internships for nonprofit performing, presenting, literary, and municipal arts organizations) as a companion program to the Getty Multicultural Internship Program (which provides internships to museums and visual arts organizations). The purpose of the County's program is to provide undergraduate students with meaningful on-the-job training and experience in working in nonprofit arts organizations, while assisting arts organizations to develop future arts leaders. Through this program, students can develop a deeper understanding of the work involved in nonprofit arts administration, better understand the role of the arts in a community, and develop "real life" business skills that can be put to use in their future careers. During the ten-week course of the internships, participating organizations gain the assistance of "extra staff" to help with special or seasonal projects, while training and educating these interns. Participating organizations play an important role in mentoring undergraduate college students who may go on to arts leadership positions on staffs or boards.

STUDENT ELIGIBILITY

Student eligibility for internship positions is limited to currently enrolled full-time undergraduates who reside in and/or attend college in Los Angeles County, will have completed at least one semester of college by June 2008, and will not graduate before December 2008. Candidates can be sought from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the arts.

All college students of any ethnic background who meet the residence and attendance criteria are eligible to apply to participate in the Los Angeles County Arts Internship Program.

Ineligible to participate as interns at your organization are students currently employed as staff by your organization, or students who are relatives of staff or board members of the organization.

OPERATIONAL CONSIDERATIONS

Timeframes and Workdays

- The internships are full-time positions of approximately 40 hours a week for 10 weeks.
- Beginning and ending dates of the internships will vary depending upon the organization's need and student's schedule, but should begin no sooner than June 2nd and end no later than August 22nd. This timeframe is designed to ensure that students are currently working at your organization during the mandatory educational components. It is also recommended that students have worked at your organization for a few days before attending the first mandatory event on June 18th.
- The intern should be scheduled to work during regular business or program hours. For arts organizations, this may include evening and/or weekend hours. However, interns should not be scheduled to work more than an eight-hour workday, unless your organization has a 4-day/40 hour workweek or similar type schedule.
- Several educational components are included in the County Arts Internship Program, including field trips with discussion leaders, off-site meetings, and a bus tour of arts activities and organizations throughout the County. These events, which are funded by the Getty Foundation, are **MANDATORY** for the intern and are an integral part of the program. While every effort will be made to provide as much advance notice as possible to the organization, the Commission considers these programs essential and supersedes the organization's need for the intern during the period. The educational components of the program are considered "work time" and should be considered part of the intern's workday for which the intern is paid.

For 2008, the educational events will be held on the following days:

- Intern Day at the Getty Villa – Wednesday, June 18
- Discussion Leader Field Trip – weeks of June 30 – July 3 & July 7 - 11 (one day to be determined by Discussion Leader)
- Arts Congress – Tuesday, July 22
- ArtBus Tour – Wednesday, July 30

Payment to Interns and Organizations

- Interns must be paid on a weekly or biweekly schedule (monthly is only an option if the intern candidate is agreement with this payment schedule).
- Upon approval of an organizational internship, grant funds of \$3,500 will be awarded directly to the organization. It will be the responsibility of the grant recipient organization to administer, manage and pay interns the \$3,500 for their 10-week period of service. A lesser rate of pay cannot be negotiated.

- The \$3,500 payment for the intern will be released to the organization once the Commission receives a letter from the organization requesting payment, along with the signed *Intern/Organization Agreement Form*, which will be included in your 3rd mailing/packet. Since it takes two to three weeks to process payments, it is advisable to get this form returned to the Arts Commission as soon as possible. **The Intern – Organization Agreement form and first payment invoice must be submitted to the Commission no later than Friday, June 16th.** If the organization does not complete this paperwork before the intern begins, the organization may need to pay the intern out of its own funds before the grant payment arrives. The organization must have adequate dollars available to pay the intern out of organizational funds, should there be any delay in receiving the initial \$3,500 from the Arts Commission.
- **Payment must be discussed with the intern before the internship begins.** This discussion should include the payment schedule (when the intern should expect to be paid); any required payroll deductions; and any other employment or payroll paperwork that must be completed. **We strongly encourage organizations to place interns on payroll.** If this is not possible, it is critical that organizations discuss the 1099 process with the intern.
- In order to assist organizations with this process and the expense of payroll taxes and/or parking, the Los Angeles County Arts Internship Program funds \$500 per student intern to the organization. The \$500 administration fee will be sent to the organization at the end of the internship program and upon receipt of the supervising mentor evaluation. Note: employer taxes should not be taken out of the \$3,500 paid to the intern; those taxes should be taken out of the administration fee or covered with other organizational dollars.
- Housing, transportation, and other costs are not provided to interns. However, it is recommended that organizations provide parking compensation to the interns either out of the \$500 the organization is awarded for administrative purposes, or out of other organizational funds.
- Note: While the \$3500 amount will cover the intern’s payment for 10 weeks, the \$500 may not cover all the administrative costs associated with the internship. **Organizations should be aware that there may be additional costs associated with the internship that are not covered by the grant award and should plan and budget for this possibility.**

Workspace

The organization must designate workspace and necessary equipment for each internship position requested. The workspace and equipment must be adequate and appropriate for the job duties and responsibilities that will be assigned to the intern.

Interns must work in professional arts office locations or production facilities. **Home office locations are *not* eligible as intern work sites.**

It is recommended that interns be interviewed at the location in which they will be working. The interview should include time to show the intern the proposed workspace.

It is not acceptable for the organization to assign work to an intern to complete at home.

Internship Problems, Supervising Mentor Changes, Internship Terminations

Occasionally a problem may arise in the internship. Often this problem can be traced back to an insufficient recruiting and interviewing protocol, or a poor orientation, therefore we cannot stress strongly enough that these phases in your hiring process should not be neglected. However, even when these are all in place, problems still may arise. **Please contact the Arts Commission at 213/202-5942 as soon as you suspect there might be a problem with the internship. Do not wait with the hope that the problem will resolve itself.** More than likely it won't and the summer will end up being a poor experience for both you and the intern. The Arts Commission is your partner in this program and we want to see it succeed. We have successfully worked through several situations with interns and organizations in previous years and we welcome the opportunity to work with you to ensure an appropriate outcome.

Should the person assigned as the supervising mentor to your intern leave or be assigned to another position, contact the Arts Commission so that we may make the appropriate changes to our records and contact information.

The contract may be terminated at any time for any reason by either the LACAC or the Consultant during any portion of the 2008 Los Angeles County Arts Internship Program. If the contract is cancelled, the consultant is responsible for reimbursing the County for the remaining grant balance, in accordance with the intern's final day of work at your organization. **Should you find it necessary to terminate the internship,** you must contact the Arts Commission before terminating the intern. Failure to do so could result in future ineligibility to participate in the program.

SUPERVISING MENTOR RESPONSIBILITIES

In addition to the supervising mentor's role as mentor, trainer, work-planner, and evaluator, there are additional responsibilities as part of the Internship Program:

- A mandatory orientation for supervising mentors new to the program within the past two years is scheduled for Monday, April 28th from 9:30 a.m. to 12:30 p.m. at The Getty Center.
- Supervising mentors are required to complete an evaluation of the intern and the internship program at the end of the summer. Final payment of the \$500 administration fee will only be released to the organization upon receipt of the supervising mentor evaluation. The final invoice and evaluation must be received no later than September 12th or the \$500 fee will be forfeited.

RECRUITING INTERN CANDIDATES

It is the responsibility of each participating organization to recruit its own internship candidates. However, the following list notes the activities the Arts Commission will undertake to assist you in the process. Commission staff will:

- Post all intern positions on its web site and will direct any inquiries from students to that site.
- List announcements on employment sites frequented by students.
- Forward the list of positions to career center/placement offices and student associations (including multicultural) at local colleges and universities.
- Mail a press release to local, student and community newspapers.
- In conjunction with The Getty Multicultural Internship Program, advertise the internship programs in targeted local, student and community newspapers.

We will also look to find any other outlets to communicate the positions available through the Los Angeles County Arts Internship Program.

There are a number of strategies you can undertake to assist you in your recruitment process:

- Create a clear, compelling job description or announcement that you can include with your newsletter or other mailing.
- Involve your board of directors and have them spread the word among their constituents and business associates.
- Contact your local college or university placement office directly by phone or letter.
- Participate in any career day expositions that may be taking place during your recruitment period at local colleges and universities.
- Post the job description on your web site.

Recruitment Announcement Language

Please include this language in your recruitment announcements (to cut and paste, you can also find this posted as a Word document on our website):

This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. More than 125 undergraduate interns will participate in the program this year at 87 performing, presenting, and literary nonprofit arts organizations and municipal arts agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in four educational events as part of the program, which are funded by the Getty Foundation. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at www.lacountyarts.org.

INTERVIEWS

In addition to your interview questions, please remember to discuss the following items with the prospective interns during the interview:

- Purpose of the internship program (experiential education for the intern in arts administration or production)
- The internship is funded by the LA County Arts Commission and is part of the larger Los Angeles County Arts Internship Program, with other interns and educational events funded by the Getty Foundation
- What the intern will learn
- What type of work and projects the intern will be involved in
- Payment
- Special and **MANDATORY** educational events (Intern Day at the Getty Villa, Discussion Leader Field Trips, Arts Congress, and ArtBus Tour)
- Days, weeks, hours the intern will work (make sure to discuss evening and weekend hours if this will be a requirement)
- Transportation options (public transit, parking, etc.)
- Interns will be required to complete a Pre and Post program survey

Interview Location

We strongly recommend supervising mentors interview prospective applicants at the location where the intern will be working. We also recommend that the prospective intern be shown the workspace to which they will be assigned. This is to make sure the interns have no preconceptions about the working environment. For any interns you interview by phone, make sure to provide them with a realistic description of the workspace and location.

ORIENTATION

In conducting site visits and in other discussions with supervising mentors and interns, another key to a successful internship is providing a good orientation to the internship program and the organization in which the intern will be working. An orientation should include such things as the mission and history of the organization, its structure and culture. Many other basics as well should be included to minimize assumptions between the supervising mentor and the intern, such as attendance, dress code, what time the intern should report to the organization, payroll processes, when the intern will be paid, and other personnel and operational business. When developing your orientation for the intern, try to think of what would be helpful for you to know if you were the new person coming on board. We cannot emphasize enough the importance of a good orientation for the success of the internship program.

LEARNING OBJECTIVES

When your organization applied to the Los Angeles County Arts Commission for an Internship Program grant, your organization was asked to describe what the intern would learn as a result of the intern's experience working at your organization. You should review and discuss these learning objectives with your intern during the orientation process. The learning objectives will give a focus to your intern's experience as well as assist you in shaping the intern's training and evaluating the intern's progress over the summer. The intern will also be asked to discuss his/her learning objectives during the final evaluation at the end of the summer.

INQUIRIES

Please direct any inquiries about the program to:

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