

# 2002 Los Angeles County Arts Internship Program

## INFORMATION FOR INTERESTED STUDENTS

[Note: Only undergraduate college students are eligible to participate]

### OVERVIEW

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. Participating organizations also play an important role in molding and shaping potential new workers in the arts field who may go on to arts leadership positions on staffs or boards.

There will be 125 internship positions available in more than 80 different organizations. Organizations range from very large institutions such as the Los Angeles Philharmonic to smaller arts organizations such as The Actors' Gang.

[A small number of internships that work directly with the Los Angeles Arts Commission are also available. Please see **Other Commission Internship Opportunities** below for more information.]

Once the Los Angeles County Arts Internship Program Grants have been awarded to arts organizations, eligible undergraduates should apply directly to the recipient organizations. Each organization makes its own decision about which student to hire. A list of these organizations will be available online at [www.lacountyarts.org](http://www.lacountyarts.org) under *Funding and Internship Opportunities* by March 20, 2002. Interested undergraduates will also be able to link to a list of organization recipients of the Getty Multicultural Internship Program at [www.getty.edu/grant/internships](http://www.getty.edu/grant/internships).

### TIMEFRAME

The Los Angeles County Arts Internship Program provides summer internship opportunities. The internships are 10 weeks in length and are scheduled for a ten-week period between June 3<sup>rd</sup> and September 6<sup>th</sup>, depending upon the student's spring and fall class schedules and the organization's need. In addition to work experience, the interns are also provided other development opportunities to enhance their introduction to arts administration careers.

## **ELIGIBILITY AND QUALIFICATIONS**

Student eligibility for internship positions is limited to currently enrolled undergraduates who reside or attend college in Los Angeles County, will have completed at least one semester of college by June 2002, and will not graduate before December 2002. Candidates are 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.

Students are eligible to participate in the County Arts Internship Program up to three times during their undergraduate years, as long as they meet all other eligibility requirements. However, students who return to the Internship Program must work at a different organization each year that they participate.

Generally, specific skill qualifications or major in the arts is not required. However, each organization creates its own job description, so it is important to check the description before applying.

## **COMPENSATION**

Compensation is provided at \$350/week for a 40-hour workweek.

## **INQUIRIES**

Address any questions to:

Andrew Campbell  
Organizational Development Manager  
Los Angeles County Arts Commission  
500 West Temple Street – Room 374  
Los Angeles, CA 90012  
Phone: 213/974-1343  
Fax: 213/625-1765  
E-Mail: [acampbell@bos.co.la.ca.us](mailto:acampbell@bos.co.la.ca.us)

## **APPLICATION**

Organizations participating in the program will be listed on the Commission's web site ([www.lacountyarts.org](http://www.lacountyarts.org)) by March 20, 2002. You must contact each organization individually to request application information. Early application is suggested. Applications may not be accepted after April 17, 2002.

## **OTHER COMMISSION INTERNSHIP OPPORTUNITIES**

In addition to the summer Los Angeles County Arts Internship Program, the Commission also hires interns to work directly with Commission programs. These internship positions run between May 15 and September 15 (start and ending times are flexible depending upon the student's school schedule). The internships are ten to fourteen weeks in length and the intern is paid \$350/week for a 40-hour workweek.

The Los Angeles County Arts Commission currently seeks dynamic undergraduate students for **six internship positions** available from May to September 2002.

The mission of the Los Angeles County Arts Commission is to foster excellence, diversity, vitality and accessibility of the arts of the County of Los Angeles. The Commission plays a leadership role in cultural services for the County, providing information and resources to the community, artists, arts organizations and municipalities. Among its many programs and services are:

- Organizational Grants Programs which provide grants and technical assistance support to nonprofit arts organizations throughout the County;
- Community Programs, through which it hosts the annual Holiday Celebration at the Dorothy Chandler Pavilion (broadcast live on KCET every December 24<sup>th</sup>), offers free public concerts co-sponsored by the Musicians Trust Fund, and sponsors an annual Arts Open House on the first Saturday of October.
- Arts Education Hub – in cooperation with the Los Angeles County Office of Education, the Hub is working with key stakeholders to develop a community-based strategic plan, which will guide the efforts of the Hub to foster systematic sequential arts education in districts throughout the County.
- Ford Amphitheatre – 2002 Season, an annual performance series that runs from May to September at the historic John Anson Ford Amphitheatre.

## **FORD AMPHITHEATRE – 2002 SEASON**

The Ford Amphitheatre celebrates its tenth season of programming at the outdoor 1240-seat Ford Amphitheatre in the summer of 2002. The series features performances by dance, theater, music, media and multi-disciplinary organizations from around the County. Among the artists who have recently appeared at the Ford Amphitheatre are Musica Angelica Baroque Orchestra, Outfest, Ballet Folklorico del Pacifico, Agape International Choir, Jazz Tap Ensemble, and the Shanghai String Quartet.

**There are four positions available with the Ford Amphitheatre 2002 Season program:**

**Administrative Intern:** Will assist the Ford's Managing Director and Operations Manager with daily business operations, special events, community outreach, and volunteer services. The intern will also help with performance coordination,

which includes interfacing with arts organizations, and assisting with house management responsibilities.

Requirements: Good written and oral communication skills and an ability to interact with arts organizations/theatre staff/general public is a must. Knowledge of Excel and Microsoft Word are required. A background in the arts is preferable. Must show initiative, require minimal supervision and be a team-player.

**Box Office Intern:** Will assist the Box Office Manager with various box office related activities including telephone orders, patron assistance, database management, coordination of house tickets, and distribution of free community tickets. The Intern will assist in developing a box office manual and generating daily reports and weekly sales statistics.

Requirements: Good written and oral communication skills and an ability to interact with arts organizations/theatre staff/general public is a must. Knowledge of Excel and Microsoft Word are required. A background in the arts is preferable. Must show initiative, require minimal supervision and be a team-player.

**Marketing Intern:** Will work with the Director of Marketing and assist with all aspects of the promotion of the Ford Amphitheatre – 2002 Season. This position's specific areas of responsibilities include press liaison, coordination of ad placement and radio ticket giveaways, updating the Ford electronic billboard and Arts Commission web site, and liaison with Ford series' artists.

Requirements: Good written and oral communication skills and an ability to interact with arts organizations/theatre staff/general public is a must. An interest in the arts and arts marketing is preferable. Must show initiative, be detail oriented, be able to work independently and juggle several projects at once.

**Production Intern:** Will assist the Production Manager with scheduling and organizing production meetings and assist with the technical aspects of productions.

Requirements: Must have computer skills in Excel and Microsoft Word, must be able to lift 70 lbs., work nights, weekends and holidays and most importantly must be a team player.

## **LOS ANGELES COUNTY ARTS COMMISSION ADMINISTRATIVE OFFICE**

As part of the Executive Office of the Los Angeles County Board of Supervisors, the Arts Commission is housed at the Kenneth Hahn Hall of Administration in downtown Los Angeles and is a cultural and informational resource to the residents of Los Angeles County.

**There are two positions available in the Arts Commission office:**

**Arts Commission Administrative Intern:** Will assist the Community Programs Manager with coordination of the annual Arts Open House, the Musicians Trust Fund concerts, and the annual Holiday Celebration. Duties will include research, data entry, site visits, and generating contracts. The intern will also interact with and provide administrative and general assistance to other Commission staff and the Executive Director.

Requirements: Ability to develop written correspondence, have good oral communication skills and interact with the public/talent/arts organizations comfortably. A background in the arts, strong interest in the arts or arts-related field, or experience or classes in the arts is a must. Computer proficiency in Windows NT, Microsoft Word, and Microsoft Outlook (or other e-mail software); some knowledge of Microsoft Excel, Access (or other database software), and HTML is helpful. Must be self-motivated, a problem-solver and require minimal supervision.

**Arts Education Hub Administration Intern:** Will work with the Arts Commission's Arts Education Program Director and will be responsible for: 1) assisting with the rollout and promotion of the community-based, county-wide arts education strategic plan; 2) assisting with the implementation of key initiatives of the Arts Education Hub, which may include coordinating monthly networking meetings for arts education providers, coordinating artist training workshops, assisting with the development of an on-line interactive resource directory, and/or other initiatives identified during the strategic planning process.

Requirements: An interest in arts education; good oral and written communication skills; ability to interact with artists, schools, arts organizations, funders, and resource providers; computer proficiency in Windows NT, Microsoft Word; knowledge of Microsoft Excel, Access (or other database software); self motivated; detail oriented; ability to work on multiple projects simultaneously; ability to work independently.

## **GENERAL INTERNSHIP REQUIREMENTS AND ELIGIBILITY**

The length of the internship is negotiable, with a minimum of 10 weeks required. Additional weeks are available for most positions, depending upon the student's school schedule. Again, depending upon the student's schedule, the internship may begin as early as mid-May and run until mid-September. Each intern will work a 40-hour workweek. Some of the positions require some evening and weekend hours. The summer internship stipend is \$350 per week.

Although each internship position is unique, all applicants are expected to be detail-oriented, have experience with computers and office equipment, have the ability to interact well with others, and have reliable transportation.

Student eligibility for internship positions is limited to currently enrolled undergraduates who reside or attend college in Los Angeles County, will have completed at least one semester of college by June 2002, and will not graduate before December 2002. Generally, candidates may be from any area of undergraduate study, unless otherwise noted in the requirements for each position.

Students provided internships at the Commission will also participate in educational components as part of the greater Los Angeles County Arts Internship Program that provides internships to more than 120 students during the summer. As part of the program, Arts Commission interns will attend a session on professional careers in the arts and a daylong Art Bus Tour, among other activities. Each intern will also be a member of a discussion group where the intern can share his or her internship experience with other students interning at arts organizations from throughout the county. Participation in these components is required of all Arts Commission interns.

## **GOAL**

The goal of the Arts Commission Internship Program is to assist students develop a deeper understanding of the work involved in nonprofit arts administration, better understand the role of the arts in their community, and develop “real life” business skills that can be put to use in their future careers.

## **HOW TO APPLY**

Students should submit the following materials to apply for one of the internship positions:

1. Cover letter stating interest in participating in the internship program and for which position you are applying.
2. Full résumé of education and employment experience including relevant courses taken, special skills and interests.
3. Two letters of recommendation from employers or faculty members. Letters should comment upon your leadership potential, communication skills, and any special abilities.
4. **For administrative and marketing internships only:** a writing sample of no more than 500 words describing your interest and commitment to the arts and your expectations from participating in the internship program.

## **SELECTION**

Students will be selected on the basis of their application materials, including cover letter, résumé, letters of recommendation, and (for administrative and marketing internships only) writing sample.

Interviews will be scheduled for those candidates who provide a strong application packet.

If selected, interns will be required to complete a final evaluation report about their involvement in the internship program.

Students who are not selected as an Arts Commission Intern may be eligible to apply for one of the more than 120 paid internship opportunities available through the Los Angeles County Arts Internship Program. These positions will be posted on the Commission's web site ([www.lacountyarts.org](http://www.lacountyarts.org)) by March 20, 2002. Students interested in these positions must apply directly to the organization offering the internship.

**These positions will be opened until filled, so early application is encouraged.**

## **SUBMISSION**

Mail cover letter, résumé, two letters of recommendation, and writing sample to:

Arts Commission Internship Program  
Los Angeles County Arts Commission  
374 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

These positions are also listed on the Internet at [www.jobtrak.com](http://www.jobtrak.com).

For more information about the Los Angeles County Arts Commission and its programs, visit the Commission's web site at [www.lacountyarts.org](http://www.lacountyarts.org).

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