

# Arts Internship Applicant Information

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## Organization Account Info

Organization Legal Name	<input type="text"/>
Popular Name or DBA (if different from legal name)	<input type="text"/>
Main Address 1	<input type="text"/>
Main Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Main Phone	<input type="text"/>
Main Email	<input type="text"/>
Website	<input type="text"/>

## Primary Organizational Contact

Primary Organizational Contact Name:	<input type="text"/>
Primary Organizational Contact Title:	<input type="text"/>
Primary Organizational Contact Phone:	<input type="text"/>
Primary Organizational Contact Email:	<input type="text"/>

### 1. Primary Contact for organization (person to whom to direct questions about the application):

Enter contact information for the individual at your organization responsible for managing this grant agreement. **Grant notifications, requests for site visits (if applicable) and application follow-up will be sent to this email address.** Note: Do not provide generic phone numbers or e-mail addresses. This contact information will be used, in many cases, for important and time sensitive information. If any of this contact information changes after the application is submitted, please contact [internship@arts.lacounty.gov](mailto:internship@arts.lacounty.gov). Applicants are responsible for updating new address and contact information.

Primary Application Contact Name:

Primary Application Contact Title:

Primary Application Contact Phone:

Primary Application Contact Email:

### 2. Is the applicant a current (FY 17/18 or 18/19) Organizational Grant Program (OGP) recipient?

- Yes
- No

### 3. Did the organization participate in the 2018 Arts Internship Program?

- Yes
- No

### 4. Organization Budget Size:

Enter your budget size for the last completed fiscal year. The Arts Commission defines budget size as cash revenue - less income received that is dedicated to a cash reserve, endowment and/or capital project - for the most recently completed fiscal year for which the organization possesses a submitted Federal Form 990. Do not include in-kind support when calculating the organization's budget size. \*

## 5. Organizational Cash Match for 2019 Internship Program

- No match needed - organization's budget is under \$1,499,999
- \$500 per internship - organization's budget is between \$1,500,000 and \$4,000,000
- \$1,000 per internship - organization's budget is over \$4,000,000

## 6. Organizational Discipline

Please select your organization's primary artistic discipline from the list below. Please note that visual arts organizations are not eligible for this program and should apply instead to The Getty Foundation's Multicultural Undergraduate Internship Grant Program. \*

- Arts Education
- Arts Service Organization
- Dance
- Literary
- Media Arts
- Multidisciplinary
- Music - Choral/Opera
- Music - Instrumental
- Presenting
- Theatre
- Traditional & Folk Art

## 7. Provide a 1-2 sentence description of the organization for publication on the Arts Commission's website and descriptions of the internship opportunity.

The Arts Commission reserves the right to edit this description.

## 8. Does the organization have payroll or use a payroll service?

- Yes
- No

**9. If the organization were awarded a grant to hire intern(s), would the intern(s) be paid through payroll or a payroll service? Please note that all organizations, especially those with budgets over \$500,000, are strongly encouraged to put interns on payroll.**

- Yes
- No

**10. The LA County Arts Internship Program seeks to ensure that all participating organizations provide their students with meaningful, on-the-job training and mentorship. Briefly describe your organization's approach and experience regarding supporting future arts leaders. If you are a past Arts Internship Program grantee, please use specific examples of strategies you have used to mentor past interns, and/or things you would do differently.**

**11. The Arts Commission is committed to cultural equity and inclusion; all participating organizations are strongly encouraged to recruit and select students of diverse backgrounds, including students with disabilities. Describe your organization's recruitment and hiring processes for ensuring a diverse applicant pool.**

**12. How many internships is your organization requesting? (Eligible organizations with budgets over \$500,000 may request support for one, two or three full-time internship positions. Please note that for organizations requesting three internships, at least one must be reserved for a community college student. Refer to the Arts Internship Grant Guidelines for more information. )**

Remember to submit a unique application for each internship position you are requesting!

- One internship
- Two internships

- Three internships



# Internship Proposal: Project and Supervisor Information

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Note that applicant organizations to the LA County Arts Internship Program will have to complete and submit a separate one of these forms for each proposed internship.

## Internship Position Job Title:

Provide an appropriate job title for the proposed intern, e.g. Administration Intern, Production Intern, Marketing Intern, etc. Note that the word "assistant" should not be part of the intern position job title, e.g. Assistant to the Executive Director or Marketing Assistant.

**Please select the category that most closely describes your intern's proposed work plan for the summer.**

- Administration
- Arts Education
- Audience Services
- Event Planning
- Development/Fundraising
- Graphic Design
- Marketing
- Production
- Research and Evaluation
- Other

**If other, please specify:**

**Internship Project:**

Describe the intern's primary project during the internship, detailing specific duties and responsibilities. This should function as the primary job description for the position.

**Internship Additional Duties and Activities:**

Describe the additional day-to-day tasks activities you anticipate the intern will participate in beyond the primary project.

**Internship Learning Objectives (please list up to five):**

What will the student learn as a result of this experience?

**Internship Skills, Knowledge or Other Requirements:**

If any specialized skill, knowledge or other requirements are expected of prospective intern applicants for this position (e.g. research, social media, accounting), please list those here. This information will be posted on the Arts Commission website with the position description.

**Brief Position Description:**

2-3 sentences that will help students decide whether to apply to your organization. This will be posted on the Arts Commission's website alongside information on how to apply.

**How to Apply to Internship:**

Provide a brief description of how a student should apply to the Internship . This information will be posted on the Arts Commission's website with the position description.



### Internship Workspace Description:

Describe the proposed workspace for the intern.

### Is this a home office?

If yes, refer to the Arts Internship Application Guidelines for more information regarding our policies on home offices.

- Yes
- No

### Supervisor information for this internship

Reminder: there must be one primary supervisor for each internship position.

Name of Supervisor:

Title of Supervisor:

Email of Supervisor:

### Supervisor Qualifications:

Describe the supervisor's qualifications to supervise and mentor this intern. Describe how long the proposed supervising mentor has worked at the organization, previous experience supervising staff and whether the proposed supervisor has participated in this program before.

### Is this proposed supervisor a paid, full-time employee?

- Yes
- No

# Community College and Peer Groups

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## Community College Recruitment

In 2017, recognizing the unique role of the Arts Internship Program and other workforce development opportunities in addressing continued disparities of equity and access to arts careers, the County Board of Supervisors expanded the number of positions funded through the program as part of the Cultural Equity and Inclusion Initiative (CEII). They stipulated that at least 28 of those additional positions be reserved for community college students. Please answer the following question to assist us in identifying those positions. Please note that **all** funded organizations are encouraged to be inclusive in recruiting and hiring students of all backgrounds.

**1. Assuming your application is successful, is your organization interested in reserving at least one awarded position for a community college student?**

**(NOTE: Any organization awarded three positions will be required to reserve at least one.)**

- Yes
- No

**2. Successful applicants awarded positions reserved for community college students will be eligible for an additional \$250 per position to offset costs associated with recruitment. If awarded positions reserved for community college students, will your organization request this supplement?**

- Yes
- No

**3. Does your organization have any current relationships with community colleges or a history of working with community college students?**

- Yes
- No

**If yes, please describe:**

**4. (Optional) If there's anything else you would like us to know regarding your interest in and capacity to host a community college student, please indicate that below.**

### **Peer Group Interest**

Every summer, the Arts Commission divides interns into regional Peer Groups of 10-15 students to better facilitate networking and allow program participants to get to know other arts organizations, leaders, and careers. Each Peer Group is assigned a Leader – a nonprofit administrator working at one of the funded organizations within that region – who coordinates two gatherings (anywhere from two to four hours long) for their interns to participate in. Examples of past Peer Group events include speed networking sessions with artistic staff, tours of local arts venues, public art walks, and museum visits. Each Leader is paid a \$750 honorarium while their organization receives a \$750 grant supplement to offset any costs associated with such gatherings (i.e. parking, materials, lunch, etc). Peer Group organizations may also choose to have their intern(s) assist with planning and coordinating events.

**1. Is your organization interested in serving as a Peer Group Leader during summer 2019?**

- Yes
- No
- I'm not sure

**If yes, who within your organization would take the lead to conceive of events and coordinate and communicate with interns? This is usually an intern supervisor.**

Name

Title

Email

Phone

**Please describe any relevant experience for the above individual(s) and, if applicable, any specific themes or areas of expertise they would hope to explore with interns (e.g. theater, development, resume writing, etc).**

NOTE: Peer Group Leaders will be selected after internship grants are awarded and staff reviews geographic locations and needs for each region.

# Program Support Materials

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**1. One copy of the organization’s financial statement from the last completed fiscal year. Applicants can satisfy this requirement by submitting one of the following:**

Data Arts Los Angeles County Arts Internship Program Funder Report (highly recommended). A copy of an audited financial statement. Financial report prepared by an accountant and signed by the Board President or Chair.

**2. One copy of the organization's list of board members including names, professional affiliations, place of residence and officers identified by title.**

**3. One copy of a history and background of the organization (report no more than two pages, single-spaced) to include:**

Mission and purpose of the organization. Brief history, including major accomplishments. Description of the organization’s constituency or community. List of recent programming or projects. Brief description of the administrative infrastructure of the organization, including number of employees and reporting structure.