Arts Internships in the time of Coronavirus

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First things first!

- Thank you for dedicating brain space to this.
- Possible that not all of us are operating at 100%, and that’s okay!
- We need to acknowledge that this guidance may need to change along with the circumstances.
- Bottom line: We want to be as flexible as possible while acknowledging that this as an important opportunity for organizations and interns alike.
Digital Housekeeping - Zoom

- All participants are on mute
- Chat will be used for questions; ask at any time
- This presentation is being recorded, and will be posted on our website for later viewing
Digital Housekeeping - Zoom
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Grounding Activity

- Take a deep breath, and look around you. Ground yourself in your space. In the chat, share with us:
  - Sounds you’re hearing
  - Sights you’re seeing
  - Patterns you’re noticing
  - Colors that are standing out
  - Anything else that you notice
Agenda

1. What things are NOT changing?
2. What things ARE changing?
3. Things to ponder while we are “Safer at Home”
4. Forfeiture of Funds
5. Moving forward
   - Review Internship Confirmation Form
6. FAQ
7. Questions
What is not changing?

1. Grant awards and amounts
   - Orgs will have flexibility to use what is needed and relinquish what is not, *without incurring any penalties*.

2. Our commitment to giving interns 400 hours of work experience

3. Our expectations that this be first and foremost a mentorship opportunity for students

4. Student eligibility
   - Students must be ENROLLED at time of application

5. Community College expansion

6. Reflect In/Reflect Out
So, what is changing?

A lot, but not everything.

1. Program is paused until “Safer at Home” is lifted
2. Timeline is most deeply affected
3. Invoicing will largely happen outside of FluidReview
4. Work environments for interns will be more flexible
5. Educational components are voluntary
6. Clear communication with interns during interviewing and onboarding will be **PARAMOUNT**!

- Staffing!
Timeline -- what’s changed?

Interns can now work from May 31, 2020** to March 1, 2021

• Interns must complete 400 hours by March 1, 2021
• Work must be in consecutive weeks

Positions will be made available on our website on a rolling basis

• As organizations submit their “Internship Confirmation Form,” positions will be posted on our website for recruitment purposes
• More on that process in a minute

** actual start date will be determined by the lifting of the “Safer at Home” county mandate.
Intern Work -- what’s changed?

Interns can now work as little as 15 hours a week

- Be mindful that 15 hours a week extends this to a 27 week internship
- The schedule should be what is best for both the worksite AND the intern
  - We will have students most likely returning to school during this timeline

Interns may now work remotely for part of their hours

- Cannot be more than 200 hours (half the internship)
- Please review 5 criteria from the Guidance:
  - In accordance with work from home policy
  - Make up no more than 50% of interns work hours
  - Take into consideration interns access to offsite resources
  - Include plan for remote supervision and mentorship
  - Utilize equipment provided by the organization, unless the intern is returning to school outside of LA
    - Beware of liability!
Intern Work -- what’s changed?

Changes to intern titles and projects will be approved

- Originally proposed positions can be reworked or changed for new projects and assignments
- If necessary, organizations who were awarded multiple interns may move forward with fewer interns
  - Organizations will be allowed to make these changes on the “Internship Confirmation Form”
- Please keep in mind:
  - Program is NOT for filling staffing gaps
  - Should be rooted in meaningful work that is not solely administrative
  - Organizations with multiple interns should have distinct work for each intern
Intern Work -- what’s changed?

Clear communication with Interns will be even more important!

• Please share your intern work schedule DURING the interview process
  • Consider adding work hours/start or end dates to your position descriptions for our website
  • State plainly that you will work with interns existing school/work schedule
Invoicing -- what’s changed?

To allow for greater flexibility, invoices will be submitted via email instead of in Fluid Review

- Standardized Invoice will be sent out with Internship Confirmation form.
  - Allows flexibility for organizations to determine total amount of funds requested (if less than original grant amount).
  - 90% Invoice should be submitted with Internship Confirmation Form

- Organizations will submit 10% invoice one week before the interns last day of work, and make sure that all surveys are complete.
Invoicing -- what’s changed?

To allow for greater flexibility, invoices will be submitted via email instead of in Fluid Review

- Please, PLEASE read your executed contract and be sure you are requesting the correct amount of funds
  - We’ve created a calculator for you!

**Fluid Review minimizes errors as it prepopulates amounts. With that gone, we are depending on your organization to double (maybe even triple check!) your amounts before submission.**
So, what’s next?
Continue to do organizational “soul searching.”

- We are all in a period of waiting; may be a few more weeks before “Safer at Home” is lifted for the County.
- What will be your capacity to host interns? Consider:
  - Access to offices and equipment
  - Ability to mentor and supervise
  - Staff morale and wellbeing
  - Remote working capabilities
  - Viability of original project proposal
  - And more
- Be thoughtful: would you want to be an intern at your organization at this time?
- **NOTE:** If you decide to move forward, we are trusting that you have considered this seriously and that the intern(s) will be able to complete their hours without issue.
Option A: Forfeiture of Funds

- Should your organization determine that it would be best **not to move forward** with any interns, you will be allowed to forfeit your award for this year **without penalty**.
  - These are unprecedented times: we would never want an intern to be burdensome on organizations who are already working to adapt
  - We would also never want an intern to be in an environment where they were not adequately supported, or an internship to be cut short
    - This is always our policy, but extra mindful this year.
- Organizations have until **June 1** to notify us of forfeiture
  - Please email Martin at **mhernandez@arts.lacounty.gov** with notification of forfeiture
Option B: Move Forward with Interns

Step 1:

Review your 2020 Arts Internship Award Letter and Executed Contract

• Review the amount your organization was awarded and any required cash match or administrative stipends that were added

• These are found in section 2 and section 3 of your contract
  • You will need these amounts for invoicing AND the Internship Confirmation Form
  • Cash matches are still in effect!
  • Administrative stipends are still in effect!
    • $500 per position - make sure this factors into your calculations!
Option B: Move Forward with Interns

Step 2:

Review the number of positions you were awarded and determine if you are moving forward with some or all of your positions

• What was the result of your organizational soul searching?
• Determine if there will need to be changes to title, scope of work, how to apply sections
• When do you want to start recruitment?

Determine the Intern’s work schedule

• How many hours a week will they work?
• Based off their weekly hours, when will they finish their internship?
  • Please double check the math for accuracy
  • Will there need to be remote assignments?
Option B: Move Forward with Interns

Step 3:

- Submit an Internship Confirmation Form
- This should be done *two weeks* before you want to start recruitment
- The internship confirmation form will allow you to:
  - Confirm the number of positions you are moving forward with
  - Notify us of any positions you will NOT be moving forward with
  - Notify us of when you plan to start recruitment
  - Make changes to position titles or position descriptions
  - Plan anticipated start and end dates for the internship
  - Explain plans for remote assignments
  - Confirm your 90% and 10% invoice amounts
Option B: Move Forward with Interns

Step 4:

Check our website to see that your position has been posted!

- Once you see the posting on our website, please begin recruitment
- Keep in mind, we’ve lost our big press release and e-blast that goes to all the schools in the area.
- Budget EXTRA time for recruitment
Let's Review the Internship Confirmation Form

Things to keep in mind:

- This is an editable .pdf, all information should be entered directly into the form
FAQ

• What if I submitted my invoice already?
  • Your invoice in FluidReview was based off the original contract amount
  • If you intend to move forward with your originally allocated positions, then I can reuse it. Please include that preference in your email to me with the Internship Confirmation Form.
  • If any changes to number of positions are made, you MUST resubmit.

• What if I need to redo my position description?
  • Please do so on the Internship Confirmation Form, please do not email me separately

• What if there are hours left on the table?
  • Review newly added language to guidelines, page 6
  • Your organization will be responsible for repaying unspent funds
• Does the cash match requirement still apply?
  • Cash matches are still in effect, no changes at this time.
• Will the Department be providing any additional emergency funding to us?
  • First priority is flexibility with planned grant funds and getting that money out the door
• What if our supervisors have changed?
  • Supervisors are listed on Internship Selection Form in Fluid Review
• Where can I find my contract?
  • Emailed to primary grant contact in the past few weeks (last batch went out first week of April).
Questions?

Please use the “chat” function in Zoom!