2016 Arts Internship Application Workshop

Program Goals

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.

Impact

Since 2000, more than 1800 students have participated.

Eligible Organizations

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- 501©3 status for <u>at least two years</u>
    o Performing/presenting org or local arts agency
    o <u>Not</u> part of a college of university

Photo by Flickr user zeeveez. Creative Commons license.

- Based in Los Angeles County
  o Primary offices <u>and</u> mission

Eligible Organizations

Photo by Flickr user Sarah Reed. Creative Commons license.

- Function
    - Minimum of 4 public programs/performances per year
    - Board meets regularly; 51% reside in CA
- Comply with laws and fair labor standards

Ineligible Organizations

Photo by Flickr user Fe Ilya. Creative Commons license.

- Part of a college or university
- A museum or visual arts organization

What Do You Get?

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- $3,200-$4,700 to hire an undergraduate for 10 weeks, full time, during the summer

- Grants and cash match requirements depend on budget size

Grant and Match Amounts

Organizational Budget Size	Allowable Number of Internships	Grant Award per Internship	Required Cash Match	Maximum Award Amount
Under $500,000	1	$4,700	No match required; $500 stipend added	$4,700
$500,000 - $1,500,000	2	$4,200	No match required	$8,400
$1,500,000 - $4,000,000	2	$3,700	$500 match required per internship	$7,400
Over $4,000,000	2	$3,200	$1,000 match required per internship	$6,400

Payments to Students

Grants range from $3,200-$4,700/internship

All interns are paid $4,200.
($10.50/hr, $420/week)

Anticipate and plan for administrative costs like employer **taxes**,
parking reimbursements,
and **mileage**.

Organizations receiving $4,700 are expected to put at least $500 toward these costs.

Organizational Requirements

- **Capacity** to recruit, hire, and supervise an intern for 10 weeks
- A substantive, engaging **internship project**
- **Interest in mentoring** a newcomer to the field

Organizational Requirements

- **Compliance** with and **timely submission** of all required forms and final reports
- **Supervisor Orientation attendance**: April 11, 2016 (Getty Center)

Timeline

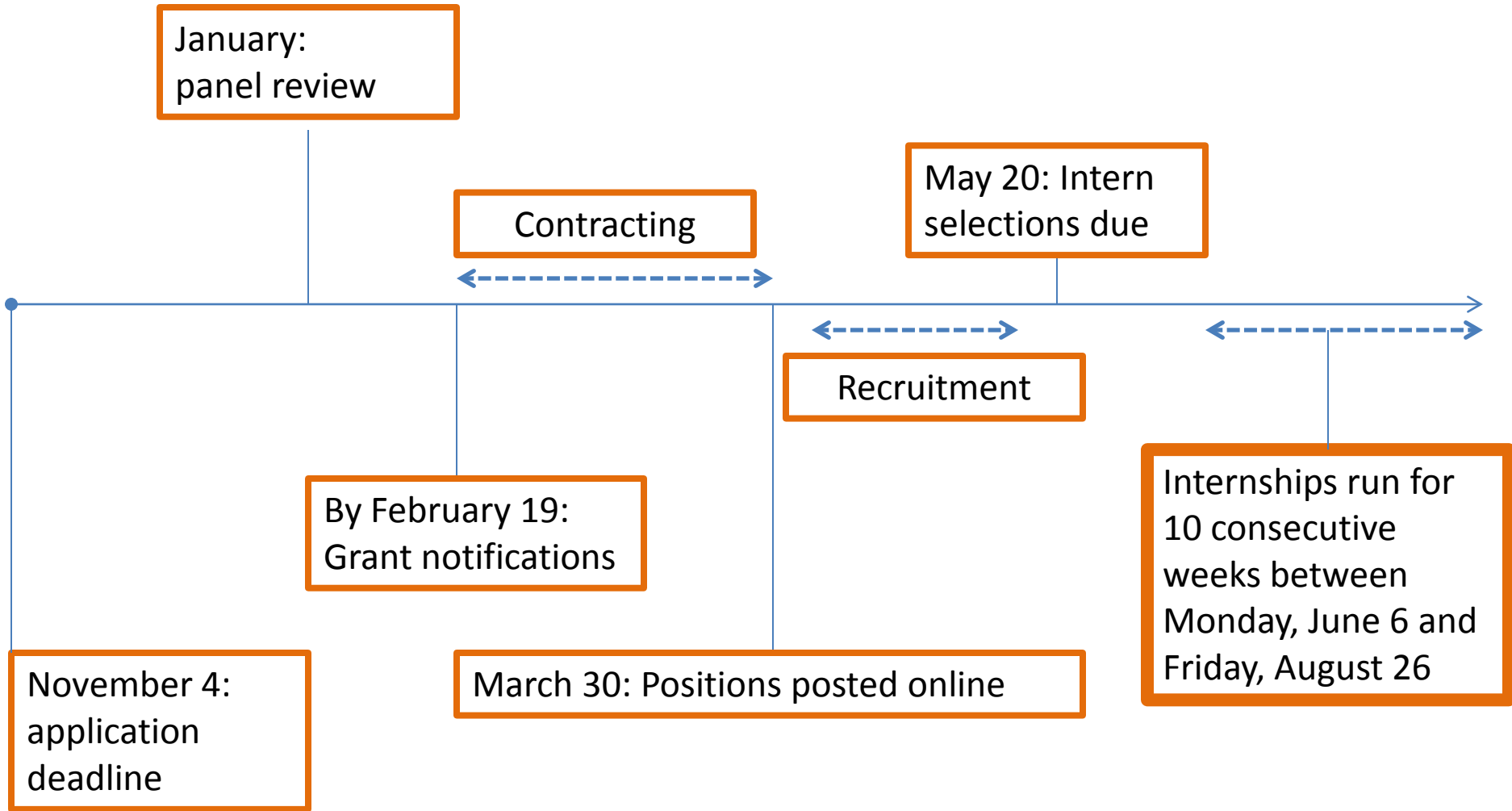January: panel review

Contracting

May 20: Intern selections due

Recruitment

By February 19: Grant notifications

Internships run for 10 consecutive weeks between Monday, June 6 and Friday, August 26

November 4: application deadline

March 30: Positions posted online

Intern Eligibility Requirements

Candidates **must**...

• Be currently enrolled undergraduates

• Reside and/or attend school in Los Angeles County

• Have completed at least one semester of college by June 1, 2016 *or* will complete their undergraduate degree between May 1 - September 1, 2016
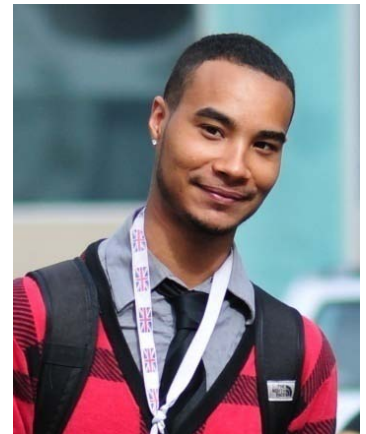
Intern Eligibility Requirements

Candidates may **not**…

• Have a prior BA, BS, or higher degree

• Have previously participated in the LA County Arts Internship program

• Be a previous staff member or the relative of a staff or board member

Things to keep in mind

- Interns are <u>not</u> required to have prior experience or demonstrated interest in the arts

- Interns <u>must</u> work 10 consecutive weeks... no extended vacations

- Interns should have reliable transportation!

Time Commitment

Internships…

- Are 40 hours/week
    Business or program hours are OK, *but*
    > 8 hours a day = overtime!
- Include breaks (even if you don't take them)

- Include **three mandatory events**

- 4th of July: Follow organizational policy
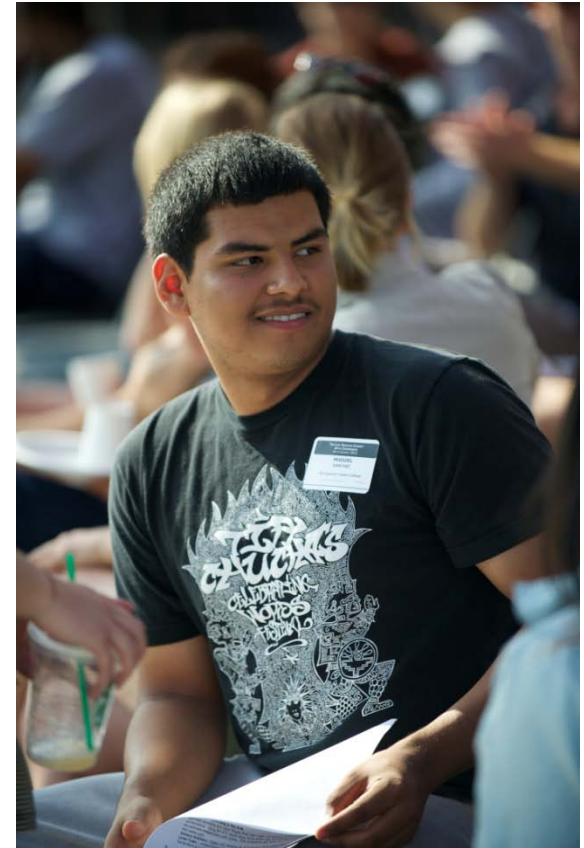
Work Site Requirements

• Intern MUST have designated clean, functioning work area and professional equipment.

• NO "home work" assignments.

• Home office locations require site visit and County approval.

Elements of a Successful Internship

What have your experiences been?

Elements of a Successful Internship

- Clear learning objectives

- Meaningful on-the-job training and work experience

- Excellent communication between intern and supervisor

- Concrete project

- Adequate workspace dedicated to intern

- Sufficiently challenging responsibilities

- Integration into organization

Projects

Good projects can have program-based activities in

- Research
- Education
- Marketing
- Communication
- Social Media
- Grant writing and fundraising
- Producing/presenting performances

Administration is OK… but hours of filing are not.

Remember…

Internships should be based in meaningful work.

More this

Less this
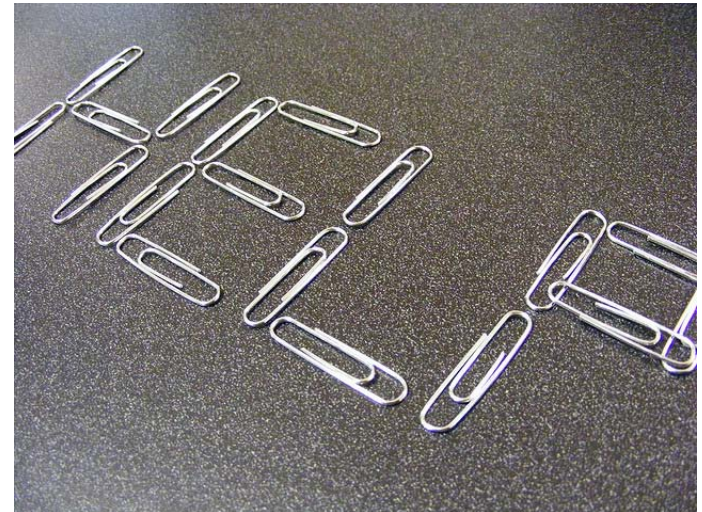
Photo by Flickr user banspy, Creative Commons license

Projects

We strongly recommend checking out last year's positions.

http://lacountyarts.org/2015Internships.html

How well does your proposed project meet the goals of this program?

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Review Process

Successful applications must demonstrate that each:

• Internship job description demonstrates meaningful on-the-job training, with a **specific ten-week project**; and

• Applicant demonstrates the capacity for successful mentoring of, and supervisory responsibilities for, an intern.

In addition, the panel will review any issues regarding student supervision and payment to students during past years.

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How to Construct a Successful Application

Key questions:

10-week Project: Briefly describe the intern's primary duties and responsibilities.
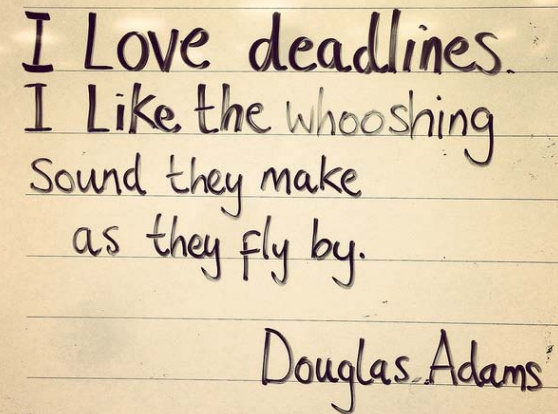
Describe the additional day-to-day activities of the intern beyond the 10-week project.

List up to five learning objectives.

Describe the supervisor's qualifications to supervise and mentor the intern.

Deadlines

- **Deadline:** Wednesday, November 4

- **Notification:** Friday, February 19

- **Positions posted online:** Wednesday, March 30

- **Intern selections due** Friday, May 20

I Love deadlines.
I Like the whooshing
sound they make
as they fly by.

Douglas Adams

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Navigating Our Online Application

http://lacounty.culturegrants.org

Enriching Lives

Los Angeles County Arts Commission

| Home | Help | Sign Up Instructions | FAQs | Sign Up | Log In |

Welcome to the LA County Arts Commission's online grants system!

GETTING STARTED

Sign up to register a new user account and profile.

Log in if you or your organization has already created a user account.

OGP Applicants: When signing up, be sure to select **YES** to the following prompt, "Would you like to associate this user account with an organization?"

Navigating Our Online Application

Registration Content

First Name *
Last Name *
Address 1 *
Address 2
City *
State *   Select
Zip Code *
Phone No. *
Email *
Confirm Email *
Username *

Password Rules :
Contain at least 8 Characters
Contain at least 1 Number

Password *
Confirm Password *

Would you like to associate this user account
with an organization? *   Select

Drag the slider and move it to the right side before you submit the form.
This action is required in order to prove that you're a human.

Locked : form can't be submited

Submit   Reset

- Create one sign-in per organization and make sure everyone has access to it

- Draft responses in Word and copy and paste later

Navigating Our Online Application

Dashboard

☐ My Applications	☑ Open Applications	☼ Test Users

Individual		
Musicians Roster Musicians Roster FY 2015-16	Not applied yet.	Apply

Organizations		
Community Impact Arts Grant Program CIAG FY2016-17	Not applied yet.	Apply
Organizational Grant Program OGP FY2016/17	Not applied yet.	Apply

Apply

Navigating Our Online Application

Skip ahead

View support material

Print/save a PDF

Select this tab to find the app in progress

Navigating Our Online Application

New Design [On] [Off]

- Try turning off the old design if things get glitchy

- Remember to save!

Questions?

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