



# MULTICULTURAL ARTS MANAGEMENT INTERNSHIP PROGRAM 2010 HOST GUIDELINES & APPLICATION

## GENERAL INFORMATION

The mission of the Arts & Business Council of New York (ABC/NY) is to build bridges between the arts and business communities for the benefit of both. The organization functions as a matchmaker, bringing individuals and companies together with nonprofit arts organizations through a variety of programs.

For the Arts Management Internship program, ABC/NY seeks not only the best talent, but also the best fit between an intern and a host organization. Your organization may be of any size, of any discipline, in any borough of New York City, and your project may focus on any area of arts management. Matches between interns and host organizations are based not only on the need for and merits of your proposed project, but also on the talents and interests of intern applicants.

## PROGRAM DESCRIPTION

The Multicultural Arts Management Internship program was created to address the shortage of non-white representation in management and leadership positions in New York City arts organizations, and to provide opportunities for students considering both arts and business careers to learn about the business of the arts. Each summer, undergraduate students from culturally diverse backgrounds are matched with host arts organizations in the five boroughs of New York City to complete challenging projects in areas such as marketing, public relations, fundraising, event management, audience development, and community outreach.

Arts organizations benefit from the experience in two significant ways:

1. Interns complete valuable projects for their host arts organizations ("hosts"). The staffs of host arts organizations consistently remark on the interns' talent and work ethic; they also report on the enormous value of the work the interns do. Many of the projects that interns undertake advance key organizational needs and would be difficult for the groups to accomplish without the additional help provided by these dedicated and highly motivated interns.
2. Hosts participate in the personal and career development of a pool of young leaders who reflect and represent a diverse society. Many alumni of the Arts Management Internship program pursue full-time careers in arts administration. Host staffs have the opportunity to guide interns while providing them with hands-on job experience and an introduction to numerous contacts and post-graduate career opportunities. Interns who go on to business careers will have developed an appreciation for the arts and may go on to support the arts through attendance, financial support, or volunteer leadership.

The dual nature of this program, which brings together participants from the arts and business sectors, is aligned with the mission of the Arts & Business Council of New York (ABC/NY). Each intern gains valuable on-the-job training, learning opportunities, and networking specific to both the nonprofit arts sector and the business side of the arts.

## **MENTORING**

One of the strengths of the program is its dual mentorship component, providing interns with both an arts and a business mentor. Usually, the intern's supervisor serves as his/her arts mentor and is expected to provide guidance not only on the project to be completed but also on the field of arts management in general. Business mentors are volunteers from a variety of careers and backgrounds who meet regularly with their interns to guide and advise them throughout the internship. Business mentors provide an insight into the business world, often providing workplace tours and networking opportunities, and demonstrate the many ways that individuals from the business sector can support the arts.

## **SCHEDULE**

All interns work for ten weeks, full-time, at their respective arts organizations. The 2010 program dates are Monday, June 7 - Friday, August 13. Specific daily work schedules will be set by individual host organizations.

## **ADDITIONAL ACTIVITIES**

All interns and their host organization supervisors are required to participate in an orientation session/breakfast at the start of the program and a closing ceremony/dinner at the end.

During the internship program, all interns visit all of the participating arts organizations to learn more about the work of their peers and experience the mission, programming, and infrastructure of a broader cross-section of New York City arts organizations. Site visits may take the form of tours, performances, workshops, panel discussions with staff, or whatever the intern and host organization feel best conveys the mission and work of that organization. Each intern is responsible for planning and hosting his/her own site visit in collaboration with his/her supervisor. The site visits usually take place on weekday afternoons, but some may take place during evening hours.

ABC/NY also provides interns with seminars and workshops on career-related topics, as well as other activities. Interns are required to participate in these seminars, which usually take place in the early evenings. Interns also are encouraged to independently arrange their own individual or group outings outside of work to enhance their individual learning experiences.

Prospective applicants should note that the program time commitment can be significant. Interns must be available to attend all site visits and program events, usually at least one per week. ABC/NY will endeavor to give hosts as much advance notice as possible of these additional activities.

## **EVALUATIONS**

Host organization supervisors will be expected to meet regularly with interns to define, review, and evaluate project and personal goals. Additionally, host organizations, interns, and mentors will each be required to complete interim and final evaluation surveys distributed by ABC/NY to assess the program.

## **STIPENDS**

Each intern will receive a stipend of \$2,500, based on a full-time work schedule for the duration of the program's ten weeks. ABC/NY will provide each host arts organization with \$1,500 toward its intern's stipend; the host is responsible for the remaining \$1,000. It is the responsibility of the host organization to treat the intern as a full-time paid employee. The intern will be subject to the same personnel policies as the organization's professional staff. Individual work and payment schedules will be determined by the host and communicated to the intern prior to the start of the program. ABC/NY also

will provide each intern with an allotment of MTA MetroCards to allow unlimited travel on NYC subways and buses for the duration of the program.

## HOST REQUIREMENTS AND ELIGIBILITY

In order to apply to host an intern, applicants must fulfill the following criteria:

- Be a 501(c)(3) nonprofit organization;
- Be a current member of the Arts & Business Council of New York (to confirm your membership status call 212.279.5910 ext. 1121); and
- Have a minimum of two, preferably more, full-time professional staff members.

Successful candidates also should be able to demonstrate:

- a proposed arts management project that is challenging and substantive, and not only clerical in nature;
- a positive, nurturing working and learning environment.

## REVIEW PROCESS

ABC/NY selects both student and arts organization participants through a competitive application, screening, and selection process. In 2009, 30 NYC arts organizations applied for what were ultimately 11 intern placements. ABC/NY matches students with host organizations based on students' interests and related experience/skills as they relate to the host organizations' proposed projects. A key feature of this program is ABC/NY's requirement that each project be challenging and substantive, and not only clerical in nature. Prospective host organizations are required to submit a detailed description of a proposed project that will afford students hands-on exposure to the business of the arts.

Host organizations, representing a diverse cross-section of the New York City nonprofit arts community, are selected based upon the scope of their projects and the existence of a positive, nurturing environment in which the intern can gain experience in arts management. Individual organizations and projects will vary each year. For a list of past host arts organizations, please visit the ABC/NY website at [www.artsandbusiness-ny.org/sc/internship](http://www.artsandbusiness-ny.org/sc/internship).

Applications will be reviewed on a rolling basis until the deadline. Applicants will receive an e-mail confirming receipt of a completed application packet. Applicants selected for an interview will be notified (either via phone or e-mail) about scheduling an interview with ABC/NY staff. Interviews will take place at arts organizations to allow for a preliminary site visit and assessment of the applicant as potential intern host. All applicants will be notified, in writing, of the status of their application to the program.

## 2010 PROGRAM TIMELINE FOR HOSTS

### Host application deadline

Student Intern application deadline

Applicant interviews (in-person interviews are strongly preferred)

Successful candidates advised of placement

Program

**February 5, 2010**

February 19, 2010

no later than March 12, 2010

no later than April 10, 2010

June 7 - August 13, 2010

## QUESTIONS?

Email us at [interns@artsandbusiness-ny.org](mailto:interns@artsandbusiness-ny.org).

**Applicant:**

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2010 HOST APPLICATION FORM**

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**ALL APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN FEBRUARY 5, 2010.**

Late or incomplete applications will not be considered.

**Submit all application materials to:**

Arts & Business Council of New York  
Attn: Internship Program  
One East 53<sup>rd</sup> Street, 3<sup>rd</sup> Floor  
New York, NY 10022

**REQUIRED APPLICATION MATERIALS**

*Please send materials in one envelope and do not bind or staple.*

- Host Application Form (3 pages)
- Project Description (see instructions attached)
- Complete staff list, including department and title
- Copy of organization's IRS 501(c)(3) determination letter
- Organization's press kit and/or general brochure
- Any preliminary materials for summer 2010

**SUMMARY INFORMATION**

**Organization Name:**

**Project Title or Brief Description:**

**Project Focus Area(s)** (e.g. marketing, community outreach, event management, etc.):

**Required Intern Qualifications** (e.g. specific computer skills, print or web design experience, etc.):

**Additional Preferred Intern Qualifications:**

Applicant:

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**ORGANIZATION INFORMATION**

**Organization Legal Name:**

**Doing Business As:**

**Address:**

**City:**

**State:**

**Zip:**

**Telephone:**

**Fax:**

**Website:**

**Type of Organization** (performing, visual, multidiscipline, service, arts-ed, etc.):

**Year Incorporated:**

**Annual Budget:**

**# of Full-Time Staff:**

**# of Part-Time Staff:**

**# of Summer Interns (based on 2009):**

**Institutional Mission:**

**Applicant:**

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**PRIMARY INTERN SUPERVISOR INFORMATION**

**First Name:** \_\_\_\_\_ **M.I.:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**# of Years with Organization:** \_\_\_\_\_ **# of Current Direct Reports:** \_\_\_\_\_

**PROGRAM QUESTIONS**

**How did you hear about this program?** (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> ABC/NY postcard | <input type="checkbox"/> Colleague (specify):         |
| <input type="checkbox"/> ABC/NY e-blast  | <input type="checkbox"/> Arts organization (specify): |
| <input type="checkbox"/> ABC/NY website  | <input type="checkbox"/> Other (specify):             |

**Has your organization participated in this program before? If so, what year/s:**

**Has your organization applied to this program before? If so, what year/s:**

**CERTIFICATION**

As primary intern supervisor, I will take full responsibility for monitoring the intern's progress within my organization and as it relates to project execution and completion. I will ensure proper orientation of work environment, including organizational mission, board and staff structure, project description, and physical space. I will ensure the intern is compensated as designated in the guidelines and is paid according to the schedule submitted in this application. As primary intern supervisor, I will personally complete the interim and final evaluations required by ABC/NY. I will inform ABC/NY, in writing, of any changes to the intern's project or other materials submitted in this application. I will keep ABC/NY informed of the general well-being of the intern through the duration of the program. I have the full support of my organization and its authorized official, indicated by the signatures below.

**Primary Intern Supervisor Signature:**

**Date:**

**Executive Director or Other Authorized Official Name:**

**Executive Director or Other Authorized Official Title:**

**Executive Director or Other Authorized Official Signature:**

**Date:**

# **ARTS & BUSINESS COUNCIL OF NEW YORK MULTICULTURAL ARTS MANAGEMENT INTERNSHIP PROGRAM PROJECT DESCRIPTION INSTRUCTIONS**

Please describe in detail the project that you propose for a summer intern. The project should be challenging and substantive and not only clerical in nature. With guidance from his/her supervisor, the intern should be given responsibility for completion of the project within the ten-week internship period.

Outline the proposed project as follows:

## **A) Project Expectations**

Summarize tangible goals and objectives of the intern project. List goals for the organization/project as well as goals for the intern in terms of his/her learning experience.

## **B) Project Description**

Describe the intern's responsibilities and scope of work.

## **C) Project Timeline**

Outline a weekly project timeline for the intern. Indicate what (if any) work will have been completed prior to the intern's arrival and what (if any) will continue past the intern's departure.

## **D) Project Supervision**

Include current resume or a brief bio of the person who will directly supervise the intern. Previous and current supervisory experience of paid staff, interns, or volunteers should be indicated.

## **E) Project Staffing**

List the name, title, and department of any additional staff members and/or outside partners/consultants with whom the intern will work on his/her project.

## **F) Organization Schedule**

Provide a general description of your organization's planned activities during the ten weeks of the internship (June 7 - August 13). Please describe any other outside activities (i.e., conferences, meetings, special events, and workshops) that may provide the intern with additional exposure to the operation of a nonprofit arts organization.

## **G) Intern Payment/Work Schedule**

Provide a proposed payment schedule and full-time work schedule. Each intern will receive a stipend of \$2,500 for the ten-week program. ABC/NY will provide each host arts organization with \$1,500 toward its intern's stipend; the host is responsible for the remaining \$1,000. Your organization can choose to pay out the \$2,500 stipend through company payroll, or as a separate stipend payment. This schedule will be included in materials given to the student during the selection phase.

**If your organization is selected to host an intern and any modifications are subsequently made to the project description, primary supervisor, payment or work schedule, or any other information outlined in this application, please provide ABC/NY with written documentation as soon as possible.**