



**MULTICULTURAL ARTS MANAGEMENT INTERNSHIP PROGRAM
2010 INTERN GUIDELINES**

INTERN APPLICATION DEADLINE:

Friday, February 19, 2010

PROGRAM DATES:

Monday, June 7, 2010 - Friday, August 13, 2010

INTERN REQUIREMENTS & ELIGIBILITY

The Multicultural Arts Management Internship program is designed to diversify the field of arts management and thus seeks candidates from traditionally under-represented backgrounds in the field, e.g. individuals of African-American, Asian/Pacific Islander, Latina/o, or Native American descent. In its review of candidates, ABC/NY will give *preference* to these applicants.

Eligible applicants **must** fulfill the following criteria:

- Be available during the **entire** length of the program, June 7 - August 13, 2010;
- Be a US citizen; and
- Have completed freshman, sophomore, or junior year of undergraduate study as of June 2010. Students who will have graduated as of June 2010 are still eligible to apply, but should explain why an internship experience (as opposed to full-time employment) relates to their future goals.

Successful candidates also demonstrate:

- an interest in arts management and
- arts/business/marketing coursework, professional work, and/or extracurricular activities.

PROGRAM DESCRIPTION

The Multicultural Arts Management Internship program was created to diversify 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.

Students gain valuable experience in two significant ways:

1. Interns work full-time on clearly defined projects that focus on different aspects of arts management, under the supervision of an experienced arts administrator who also serves as an arts mentor. Interns also have the opportunity to explore New York's arts community through program-wide site visits.
2. Interns are also matched with business mentors. Through regular meetings and conversations about the internship as well as personal goals and interests, these business professionals guide and advise the students throughout the internship, provide insight into the business world, and demonstrate how individuals with varying careers and backgrounds can support the arts as volunteers.

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.

SCHEDULE

All interns work for ten weeks, full-time, at their respective arts organizations. The program begins with an Orientation Breakfast on Monday, June 7. Specific daily work schedules will be set by individual host organizations.

ADDITIONAL ACTIVITIES

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 to enhance their individual learning experiences.

Prospective applicants should note that the program time commitment can be significant, with at least two evenings per week devoted to a program site visit, workshop, or other activity.

EVALUATIONS

Interns will be expected to meet regularly with both host arts supervisors and business mentors to define, review, and evaluate project and personal goals.

Interns, host organizations, and mentors will each be required to complete interim and final evaluation surveys distributed by ABC/NY to assess the program.

STIPEND

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. Individual work and payment schedules are determined by the host organization and communicated to the intern prior to the start of the program. The intern will be subject to the same personnel policies as the host organization's professional staff.

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. Transportation to/from New York City is not provided.

HOUSING INFORMATION

Housing is not provided for interns. Interns are responsible for their own housing arrangements and miscellaneous expenses for the duration of the internship. ABC/NY may provide a list of possible summer accommodations, but please note these have not been vetted by nor are they endorsed by ABC/NY.

ACADEMIC CREDIT

Interns who wish to receive academic credit for their internships must make appropriate arrangements directly with their schools and advise ABC/NY of this arrangement at the start of the program. At the student's request, ABC/NY will provide any necessary support materials to show successful completion of the program.

SELECTION PROCESS

ABC/NY selects both interns and host organizations through a competitive application process. Typically, more than 100 students from around the country apply for 10-12 internship positions. 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 also must apply for selection to the program and 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.

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. Applicants must make travel plans at their own expense. ABC/NY strongly prefers in-person interviews but may consider telephone interviews if necessary.

HOW TO APPLY

An application form is available online at www.artsandbusiness-ny.org/sc/internship. All intern application materials must be received no later than February 19, 2010. Late applications will not be considered.

2010 PROGRAM TIMELINE

Host application deadline

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 26, 2010

no later than April 10, 2010

June 7 - August 13, 2010

QUESTIONS?

Email us at interns@artsandbusiness-ny.org.