



**MULTICULTURAL ARTS MANAGEMENT INTERNSHIP PROGRAM**  
**2012 INTERN GUIDELINES**

INTERN APPLICATION DEADLINE:

Friday, February 17, 2012

PROGRAM DATES:

Monday, June 4 – Friday, August 10, 2012

## 2012 PROGRAM TIMELINE

Host application deadline

February 3, 2012

**Intern application deadline**

**February 17, 2012**

Applicant interviews

no later than March 23, 2012

Successful candidates advised of placement

no later than April 13, 2012

Program

June 4 - August 10, 2012

## HOW TO APPLY

An application form is available online at [www.artsandbusiness-ny.org/sc/internship](http://www.artsandbusiness-ny.org/sc/internship). All intern application materials must be received no later than February 17, 2012. Late applications will not be considered.

## 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 4 - August 10, 2012;
- be currently enrolled as an undergraduate student (students who will graduate in the spring of 2012 may apply but should state their case for seeking an internship rather than full-time employment); and
- be able to provide Employment Eligibility Verification as detailed on the chart on the following page. For more information on Employment Eligibility Verification, please visit [http://www.i-9employmenteligibility.com/eligibility\\_docs.html](http://www.i-9employmenteligibility.com/eligibility_docs.html).

Candidates should also demonstrate:

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

## Employment Eligibility Documents

Applicants must be able to provide (but do not need to include with application materials) *EITHER* one document from List A *OR* one document from List B plus one document from List C.

(If you can provide a document from List A, you do not need any documents from List B or List C.)

List A--Documents that Establish Both Identity and Employment Eligibility:	List B--Documents that Establish Identity:	List C--Documents that Establish Employment Eligibility:
U.S. Passport (unexpired or expired)	Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address	U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment or valid only with INS work authorization)
Unexpired foreign passport that contains a temporary I-551 stamp	ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address	Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
Alien Registration Receipt Card or Permanent Resident Card (INS Form I-551)	School ID card with a photograph	Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
Unexpired Employment Authorization Card that contains a photograph (Form I-766, Form I-688, Form I-688A, Form I-688B)	Voter's registration card	Native American tribal document
For non-immigrants authorized to work for a specific employer: an unexpired foreign passport with an Arrival-Departure Record, Form I-94, bearing an unexpired endorsement of the individual's nonimmigrant status.	U.S. Military card or draft record	U.S. Citizen ID Card (Form I-197)
Unexpired foreign passport with a Machine Readable Immigrant Visa (MRIV) and unexpired temporary I-551 stamp (valid until the expiration date set forth on the temporary I-551 stamp).	Military dependent's ID card	ID Card for use of Resident Citizen in the United States (Form I-179)
Unexpired foreign passport with a MRIV containing temporary I-551 language and endorsed with an unexpired DHS admission stamp (valid for one year from the date of admission).	U.S. Coast Guard Merchant Mariner Card	Unexpired employment authorization document issued by the Department of Homeland Security (other than those listed under List A), including (1) a Form I-94 identifying the holder as an asylee (by stating "asylum", "asylee" or appropriate provision of law), or (2) other documentation issued by DHS (or the former Immigration and Naturalization Service (INS)) that identifies the holder as an asylee, lawful permanent resident, refugee (except for the Form I-94 identifying the holder as a refugee, which is considered a receipt only), or other status authorized to work in the United States incident to status.
	Native American tribal document	
	Driver's license issued by a Canadian government authority	

## **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 4; interns will begin their first day on the job immediately after. 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 may provide interns with additional seminars and workshops on career-related topics, as well as other activities. Interns are usually required to participate in these seminars, which generally 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 10-13 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](http://www.artsandbusiness-ny.org/sc/internship).

Applications will be reviewed on a rolling basis until the deadline. Early submission will not affect your chances of being selected; late submission most definitely will. Applicants will receive an e-mail confirming receipt of a *completed* application packet (we may also advise applicants if elements of their application are missing as the deadline approaches). 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.

## TIPS

Many of these may seem like no-brainers, but we want to give everyone the opportunity to ace the application process.

- If you're filling out the application by hand, write legibly. Think of your handwriting as your interview suit on paper.
- Write your name at the top of every page of the application, as indicated.
- Double-check your spelling and grammar.
- If you can, have someone else review it for you. If you can't get the details right in your application, you can't expect us to think you'd get the details right in your internship work.
- As much as we want to help you along your career path, we also want to help the host arts organizations by providing them with interns who are ready to hit the ground running. Let us know what skills/capabilities you have that would be helpful to an arts organization.
- Review last year's intern projects via the link at [www.artsandbusiness-ny.org/sc/internship](http://www.artsandbusiness-ny.org/sc/internship) and keep those in mind as you're convincing us what a terrific intern you would be. We don't know yet what this year's projects will be, but the kind of work will be similar.
- DON'T just tell us what you've done; DO tell us the results of what you've done.
- DON'T just tell us what you think we want to hear; DO tell us what you think.
- DON'T use your cover letter to rehash what is on your resume; DO use your cover letter to convey to us that you're a person, not a computer program, and tell us something like why you're interested in this program, what about this program appeals to you, and/or how you found out about this program.
- Your cover letter can be brief; your personal essay is the item on which you should focus the most attention.
- Your personal essay should help us get a sense of who you are and why you'd be a great fit for this program, not only for the arts organization at which you might be placed, but also as a member of the intern class of 2012. Your credentials (general information on your school, work, and extracurricular activities) are what will get your foot in the door; your personal essay is what will get you invited in.
- If you are invited to interview, make your best effort to do so in person rather than on the phone.
- We understand that transcripts and letters of reference are not entirely under your control, so don't stress unduly if they arrive after your other application materials.
- Please don't call or e-mail us to ask if we've received your application. If we've received it, we'll let you know before the deadline.
- Please understand that we receive enough excellent applications to fill the available internship slots several times over. Our challenge is to find not just the best applicants, but the best matches—for the arts organizations, for the intern projects, and for the intern class as a whole. If you are not selected, it may not be because you aren't good enough—you just may not be the right fit this time. And you can reapply, as long as you're still an undergrad.

## QUESTIONS?

E-mail us at [interns@artsandbusiness-ny.org](mailto:interns@artsandbusiness-ny.org). Please, no calls.