



2016 LOS ANGELES COUNTY ARTS INTERNSHIP PROGRAM

Important Information for Interested Students

Thank you for your interest in the Los Angeles County Arts Internship Program. Please review this important information before applying for one of the available positions that posted on our website on March 30, 2016. It is your responsibility to understand the purpose of the program, as well as the responsibilities, eligibility and qualifications necessary for prospective interns.

PROGRAM BACKGROUND

The Los Angeles County Board of Supervisors established the Arts Internship Program (which provides internships for nonprofit performing, presenting, literary and municipal arts organizations) as a companion program to the Getty Multicultural Internship Program (which provides internships to museums and visual arts organizations). The purpose of the County's program is 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. Through this program, students develop a deeper understanding of the work involved in nonprofit arts administration, better understand the role of the arts in a community, and develop "real life" business skills that can be put to use in their future careers. During the ten-week course of the internships, participating organizations gain the assistance of extra staff to help with special or seasonal projects. Participating organizations also play an important role in molding and shaping potential new workers in the arts field who may go on to arts leadership positions on staffs or boards.

RESPONSIBILITIES

In summer 2016 there will be internship positions available at over 100 different organizations. Organizations range from very large institutions to smaller arts organizations.

Each internship position is unique, with its own responsibilities and job duties. **All interns will be required to work 40 hours a week for ten consecutive weeks between June and August.** Work schedules will vary. Some will be more standard 9 to 5 positions, while others may require weekend and/or evening work. **It is very important to understand the work schedule before accepting a position.**

To ensure that the internship would be a good fit for you, it is important to research the organization that is providing the internship, as well as be clear about the specific job duties and responsibilities. We post only the most basic of information on our website about each position. All organizations have a website that can be accessed for general

information about their programs. Either the website or the contact for the organization that is listed with the positions being offered on our website should be able to provide you with a more complete job description than is listed online.

It is expected that the internship will be the student's primary focus during the summer. Participating interns should not be enrolled in summer classes or working another job. **Students should not plan to take a vacation during the ten-week internship.**

To provide a broad overview of the arts in Los Angeles County, **three educational components are built into the program:** Arts Summit Day and two peer group events. **These events are MANDATORY and cannot be rescheduled.** More information about the 2016 educational events will be announced at a later date.

ELIGIBILITY & QUALIFICATIONS

YOU ARE ELIGIBLE TO PARTICIPATE IN THE PROGRAM IF YOU MEET THE FOLLOWING ELIGIBILITY REQUIREMENTS:

Student eligibility for internship positions is limited to currently enrolled undergraduate college students who reside or attend college in Los Angeles County. Students must have completed at least one semester of college by June 1, 2016 or will complete their undergraduate degree between May 1 - September 1, 2016 in order to be eligible to participate. Students who have already earned a BA, BS or a higher degree are not eligible.

All college students regardless of race, religion, sex, national origin, age, sexual orientation, or disability who meet the above criteria are eligible to apply to participate in the Los Angeles County Arts Internship Program. Students invited to participate in the program must provide a copy of their college transcripts verifying undergraduate enrollment.

Students who have previously participated in the Los Angeles County Arts Internship Program are not eligible to participate a second time.

There are no exceptions to our eligibility requirements.

Permanent Residency

Permanent residency means this is where you live when you are not attending school. For example, if you went to high school in Los Angeles County, your parents live in Los Angeles County, and when you go home for the holidays or over the summer, "home" is Los Angeles County. A Los Angeles County address is listed on your school transcripts and a Los Angeles County address is what appears on your driver's license. If you are unsure of whether your home is within Los Angeles County, please visit:

<http://lavote.net/district/>

Candidates are sought from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the arts. All college students of any ethnic background who meet the residence and attendance criteria are eligible to apply to participate in the Los Angeles County Arts Internship Program.

Generally, specific skill qualifications or a major in the arts is not required. However, each organization creates its own job description, so it is important to check the description before applying.

COMPENSATION

Interns will early \$10.50 per hour, or \$420 per week for 40 hours a week for 10 weeks. Organizations are required to pay their interns on a regular schedule (typically weekly or bi-weekly). It is the student's responsibility to understand how they are to be paid by the organization before accepting an internship.

TIMEFRAME

The Los Angeles County Arts Internship Program is a summer internship opportunity. The internships are 10 weeks in length and are scheduled for a ten-week period between June and August, depending on the organization's need and upon the student's spring and fall class schedules. Students should not be enrolled in summer school classes while participating in the program, since this is considered a full-time job. In addition to work experience, the interns are also provided other development opportunities to enhance their introduction to arts administration careers.

APPLICATION

Organizations participating in the program are listed on the Commission's web site beginning March 30, 2016 (<http://www.lacountyarts.org/internship.html>).

You must apply directly to each organization (contact information is listed on the website). Submit a detailed cover letter outlining why you are qualified for the position along with a resume including education, work experience, and extracurricular activities. Be aware that some organizations may request additional information such as writing samples, references and/or letters of recommendation.

Early application is recommended due to the high number of expected applicants. It is highly recommended that you prepare your resume and cover letter and apply within the first few days or week of program. All organizations must select their interns by May 20, 2016.

INQUIRIES

Please direct any inquiries about the program to: internship@arts.lacounty.gov or call 213-202-5858.

INTERNSHIPS AT THE GETTY

For more information about the Multicultural Undergraduate Internships at Los Angeles Area Museums and Visual Arts Organizations, please visit their website at: <http://www.getty.edu/grants/education/>