



2017 LOS ANGELES COUNTY ARTS INTERNSHIP PROGRAM

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 positions posted on our website on March 30, 2017. 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 2017 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, research the organization that is providing the internship and 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. Students will not be able 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 2017 educational events will be announced at a later date.

ELIGIBILITY & QUALIFICATIONS

You are able to participate in the program if you meet the following criteria:

- You are a currently enrolled undergraduate student who has completed at least one semester by June 1, 2017 or will complete your undergraduate degree between May 1 and September 1, 2017.
- You either attend college in or reside in Los Angeles County. If you are unsure of whether your home or school is within Los Angeles County, please visit: <http://lavote.net/district/>
- You are able to work legally within the United States.

Students who have already earned a BA, BS or a higher degree are not eligible. Students who have previously participated in the Los Angeles County Arts Internship Program are not eligible to participate a second time.

Students invited to participate in the program will be asked to provide documents verifying their eligibility, including proof of enrollment and LA County residence.

Candidates are sought from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the arts. 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.

All college students who meet the above criteria are eligible to apply to participate in the Los Angeles County Arts Internship Program. Students from diverse cultural and socioeconomic backgrounds, including students with disabilities, are encouraged to apply.

There are no exceptions to these eligibility requirements.

COMPENSATION

Interns will earn \$12.00 per hour, or \$480 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. 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, 2017 (<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. Many organizations review applications on a rolling basis and make their decisions early. All organizations must notify the Arts Commission of their selected interns by May 19, 2017.

INQUIRIES

Please direct any inquiries about the program to internship@arts.lacounty.gov or call 213-202-5939.

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/>