

Los Angeles County Arts Internship Program

SUMMER 2002

APPLICATION GUIDELINES

Application deadline: Postmarked by January 23, 2002

The mission of the Los Angeles County Arts Commission is to foster excellence, diversity, vitality and accessibility of the arts of the County of Los Angeles. The Commission plays a leadership role in cultural services for the County, providing information and resources to the community, artists, arts organizations and municipalities.

The Los Angeles County Arts Commission was established in 1947 to ensure access to the arts for Los Angeles County residents.

[APPLICATION FORM FOR ORGANIZATIONS \[Microsoft Word format\]](#)

PROGRAM PURPOSE

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 can 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.

PROGRAM OVERVIEW

ORGANIZATIONAL ELIGIBILITY

The following organizations are eligible to apply to the Los Angeles County Arts Internship Program:

- Performing, presenting (including film and media organizations with a presenting program), and literary arts organizations currently funded in the Commission's Organizational Grant Programs – OGP I (grant years 2000/2001 and 2001/2002), OGP II (grant year 2001/2002), and OGP III (grant year 2001/2002).
- Local Arts Agencies (municipal or 501(c)3) in Los Angeles County that provide arts programs and services to their municipal constituency.
- Municipal performing arts organizations.
- Other nonprofit performing, presenting (including film and media organizations with a presenting

program), or literary arts organizations in Los Angeles County that are not currently funded through the Commission's grant programs and are not part of a college or university program.

Organizations must meet the following eligibility requirements:

- Qualify as tax-exempt as defined by the IRS.
- Have principal offices and a primary mission to provide arts programming in the County of Los Angeles.
- Have a functioning board of directors (if a 501(c)3) that meets regularly and holds an annual election of officers. 51% of board members must be residents of California.
- Have been in existence for at least two consecutive years and have produced during that period not less than four public performances or programs each fiscal year.
- Comply with all applicable federal, state and local laws and ordinances, including but not limited to those which bar discrimination on the basis of race, color, national origin, sex, age, or disability.
- Comply with Fair Labor Standards and pay professional performers, artists, and supporting personnel at least the minimum level of compensation paid to people employed in similar activities.

OR

- Serve as an agency of city government, officially designated by local government to provide programs, services, and/or financial services to a variety of arts organizations, individual artists and the community as a whole.

While museums and visual arts organizations in Los Angeles County are not eligible to apply to the County Arts Internship Program, they may be eligible to apply to the Getty Multicultural Internship Program. For more information, visit the Getty program web site at www.getty.edu/grant/internships.

KEY POINTS

Eligible organizations in Los Angeles County may request support for one to four full-time internship positions, each with a stipend of \$3,500 for a ten-week period between June 3rd and September 6th 2002. In addition, organizations will receive \$500 per internship to assist with administrative costs and employer's taxes associated with the position.

Since each intern must have his or her own supervisor, it is anticipated that smaller organizations may apply for one position, while larger institutions with many departments may apply for several positions.

Internships should be designed to offer eligible students experience in key areas such as administration, development, marketing, production or other programmatic activities. The Commission will be most interested in awarding internships to those organizations that propose meaningful work assignments for the students.

Organizations receiving grants will be responsible for recruiting, interviewing, hiring and training eligible interns. To assist in the process, the Commission will disseminate information about the available positions through its web site and through mailings to local colleges and universities.

Student eligibility for internship positions is limited to currently enrolled undergraduates who either reside and/or attend college in Los Angeles County, will have completed at least one semester of college by June 2002, and will not graduate before December 2002. Candidates can be 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.

HOW TO APPLY

Organizations must complete one application form for each internship position they are requesting.

Organizations may fill out the hard copy form or download the application from the Commission's web site at www.lacountyarts.org and fill it out on line.

All applications must be typed or word-processed.

DEADLINE

All applications must be postmarked by Wednesday, January 23, 2002.

NOTIFICATION

Applicants will be notified of the Commission's decision by Wednesday, February 20, 2002.

INFORMATION FOR INTERESTED UNDERGRADUATES

Once the Los Angeles County Arts Internship Program Grants have been awarded, eligible undergraduates may apply directly to the recipient organizations. A list of these organizations will be available online at www.lacountyarts.org in late March 2002. Interested undergraduates will also be able to link to a list of organization recipients of the Getty Multicultural Internship Program at www.getty.edu/grant/internships.

OPERATIONAL CONSIDERATIONS

Timeframes and Workdays

- The internships are full-time positions of approximately 40 hours a week for 10 weeks.
- Beginning and ending dates of the internships will vary depending upon the organization's need and student's schedule, but should begin no earlier than June 3rd and end no later than September 6th.
- The intern should be scheduled to work during regular business or program hours. For arts organizations, this may include evening and/or weekend hours. However, interns should not be scheduled to work more than an eight-hour workday.
- Several educational components are included in the County Arts Internship Program, including field trips with discussion leaders, off-site meetings, and a bus tour of arts activities and organizations throughout the County. These events, which are funded by The Getty Trust, are

mandatory for the intern and are an integral part of the program. While every effort will be made to provide as much advance notice as possible to the organization, the Commission considers these programs essential and supersede the organization's need for the intern during the period. The educational components of the program are considered "work" and should be considered part of the intern's workday for which the intern is paid.

Payment to Interns

- Interns must be paid on a weekly or biweekly schedule.
- Upon approval of an organizational internship, grant funds of \$3,500 will be awarded directly to the organization. It will be the responsibility of the grant recipient organization to administer, manage and pay interns the \$3,500 for their 10-week period of service. A lesser rate of pay cannot be negotiated.
- The \$3,500 stipend for the intern will be released to the organization once the Commission receives a letter from the organization requesting payment, along with the signed Intern – Organization Agreement Form (this form will be provided in the contract package). Since it takes two to three weeks to process payments, it is advisable to get this form returned to the Commission as soon as possible. If the organization is not able to complete this paperwork before the intern begins, the organization may need to pay the intern out of its own funds before the grant payment arrives.
- The payment schedule must be discussed with the intern before the internship begins.
- Payment can be provided as either a stipend or as a regular part of the organization's payroll. Interns should be informed that if they are paid as part of payroll, appropriate deductions will be made from their wages. If interns are paid a stipend, they should be informed that they will be responsible for their own taxes and will be issued a form 1099 at the end of the year.
- Appropriate paperwork should be generated, either a W-2 or a form 1099.
- In order to assist organizations with this process and the expense of payroll taxes and/or parking, the Los Angeles County Arts Internship Program funds \$500 per student intern to the organization. The \$500 administration fee will be sent to the organization at the end of the internship program and upon receipt of the supervisor evaluation.
- Housing, transportation, and other costs are not provided to interns. However, it is recommended that organizations provide parking compensation to the interns either out of the \$500 the organization is awarded for administrative purposes, or out of other organizational funds.

Workspace

The organization should designate workspace and necessary equipment for each internship position requested. The workspace and equipment should be adequate and appropriate for the job duties and responsibilities that will be assigned to the intern.

Interns must work in professional arts office locations or production facilities. **Home office locations are *not* eligible as intern work sites.**

It is recommended that interns be interviewed at the location in which they will be working. The interview should include time to show the intern the proposed workspace.

It is not acceptable for the organization to assign work to an intern to complete at home.

Supervisor Responsibilities

In addition to the supervisor's role as work-planner, trainer, monitor, and evaluator, there are additional responsibilities as part of the County Arts Internship Program:

- A mandatory supervisor orientation will be scheduled for late April or early May (date and time to be determined) at the Getty Center.
- Supervisors will be required to complete an evaluation of the intern and the internship program at the end of the summer.
- Supervisors may also be invited to attend other Arts Internship Program events – these events, with times and dates, will be addressed during the Supervisor Orientation.

SELECTION PROCESS AND CRITERIA

A panel comprised of commissioners, Commission staff, and the program officer from the Getty Multicultural Internship Program reviews all applications to make recommendations to the Commission. Commissioners will review and make final funding decisions at their monthly meeting in February.

The primary criteria that will be used to select successful organizations is the applicant's ability to address the purpose of the program:

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 can 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.

Successful applications must demonstrate that: (1) the proposed internship(s) addresses the purpose of the Arts Internship Program; (2) the internship job description provides meaningful on-the-job training and experience opportunities; and (3) the proposed job description demonstrates that the intern will assist the organization as extra staff to help with special or seasonal projects.

In addition, applicants must convey the management capacity of the organization to assume successful supervisory responsibility for the internship program.

Note: In considering what makes work or training meaningful, consider work, projects, or other activities that are important to the organization and can teach the intern something about the organization and assist the intern in developing practical, work-related skills. Interns should not be given meaningless or "make-work" tasks but should be integrated into the fabric of the organization. For example, while data entry tasks can certainly be part of an intern's job duties, data entry should not be the only thing that the intern does during the course of the summer. Administrative support, research, archiving, and program and production-based projects are examples of types of work that make good use of a student's capabilities and the program's intention.

Successful applications will demonstrate that interns will be provided with a distinct project that can be completed within ten weeks, as well as routine day-to-day activities.

The ideal internships are those that have a positive human resource benefit for the organization and a positive learning experience for the student.

APPLICATION INSTRUCTIONS

FOR CURRENT GRANTEES IN THE COMMISSION'S ORGANIZATIONAL GRANT PROGRAM:
Current grantees in the Commission's Organizational Grant Program are only required to submit the application form – 1 application form for each internship requested.

FOR LOCAL ARTS AGENCIES DESIGNATED AS A UNIT OF MUNICIPAL GOVERNMENT:
Submit 1 application form for each internship requested and a copy of the designation as a unit of municipal government.

FOR NON-GRANTEE APPLICANTS, MUNICIPAL PERFORMING ARTS FACILITIES AND LOCAL ARTS AGENCIES DESIGNATED AS 501(C)3 ORGANIZATIONS ONLY:
Submit one copy of the application form for each internship requested, plus one copy of the following items:

- One copy of the organization's 501(c)3 determination.
- One paper-clipped copy of the organization's financial statement from the last completed fiscal or calendar year. The organization may submit an audited statement or a financial report prepared by the organization's accountant and signed by the Board President or Chair. The statement must not be bound or stapled.
- One copy of the organization's board roster to include names, addresses, professional affiliations, with officers identified by title.
- One copy of a history and background of the organization (no more than two pages, single-spaced) to include:
 - Mission and purpose of the organization.
 - Brief history, including major accomplishments.
 - Description of the organization's constituency or community.
 - Discussion of recent programming or projects.
 - Brief description of the administrative infrastructure of the organization (reporting structure, number of employees, list of departments or functions, etc.).

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM – PAGE ONE

Applicant organization name: Enter the organization's name on this and following pages.

- (1) **If a grant program recipient:** Check the organizational grant program from which your organization is currently receiving County funds (OGP I – Small Budget organizations with budgets less than \$100,000; OGP II – Mid-size Budget organizations with budgets between \$100,000 and \$800,000; or OGP III – Large Budget organizations with budgets over \$800,000).

OR

If **not** a grant program recipient, check the appropriate box that describes the organization.

- (2) **County Supervisorial District:** Check the corresponding box of the County Supervisorial District in which the primary office of the organization is located. [To determine district information, call (562) 462-2748 or go to the LA County On Line web site at <http://www.co.la.ca.us/> and click on the icon marked "√ Find Your Representatives."] **Do not leave this space blank.** It is recommended

that you re-check your district with this application since some County redistricting took place this past year.

- (3) **Total number of internships for which funding is requested:** Check the appropriate box.
- (4) **Contact for organization:** List the contact name of the person in charge of this project and to whom questions can be directed from prospective interns. Also list title or department of the contact, and address, city, state, zip, phone, fax, and e-mail.

If the organization will be posting its internship opportunities on its web site and would like the County to provide a link from its web site to the organization's web site, check the "Yes" box and provide the web site address. [Note: It is recommended that the organization also provide a link to the Commission's web site so that once your organization's internship positions are filled, interested students can be referred back to the Commission's web site for unfilled positions.]

If the organization will *not* be posting information on its web site about its internship opportunities, check the "No" box.

- (5) **Organization Description:** Provide a brief, one or two sentence description of the organization. This information will be posted on the Commission's web site and will be included in any mailings of internship opportunities, so the description needs to be brief! The Commission reserves the right to edit this description.
- (6) **Certification:** Please have a senior staff member sign, date, and type name and title on the application form. It must be an original signature in ink. By signing the document, the signatory acknowledges the organization's need for the internship and permission to request funds via this application.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM – PAGE TWO

Applicant organization name: Enter the organization's name.

- (7) **Supervisor Information:** In the spaces provided, list the name, title, phone and e-mail of the supervisor for this internship position. Reminder: there must be one full-time supervisor for each internship position requested.
- (8) **Duties and Responsibilities:** Describe in detail the duties and responsibilities of the internship position. Include a description of the 10-week project the intern will be working on, as well as day-to-day activities. This should function as the job description and will be reviewed by the panel to determine the appropriateness of the project, tasks and duties for the internship requested.
- (9) **Publication Description:** Provide a brief one to two sentence description of the internship opportunity. This description will be posted on the web site and sent out in any mailings about available internship positions.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM – PAGE THREE

Applicant organization name: Enter the organization's name.

- (10) **Learning:** Review the program purpose – *through this program, students can 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. Describe what learning for the intern will take place in conjunction with the internship position.

- (11) **Supervisor Role:** Discuss how the supervisor will work with the intern – what type of orientation, training, monitoring and evaluation of the intern will take place.
- (12) **Workspace:** Describe the proposed workspace for the intern. The workspace and equipment should be adequate and appropriate for the job duties and responsibilities that will be assigned to the intern.
- (13) **Skills, Knowledge, or Other Requirements:** If any specialized skill, knowledge or other requirements are expected of prospective intern applicants, please list those here. While one of the purposes of the program is to provide job skills to the intern, there may be certain skills, knowledge or other requirements that may be important for the intern to already possess, e.g. word-processing skills, knowledge of research practices, etc. If there are no specialized skills, knowledge or other requirements needed, simply state “None” in the space.

INSTRUCTIONS FOR FILING

BEFORE COMPLETING YOUR APPLICATION, READ ALL INSTRUCTIONS CAREFULLY.

- Deadline for Filing: **Postmarked by Wednesday, January 23, 2002.**
- Use the application forms provided or create a reasonable facsimile of the forms, ensuring that all information requested is contained within the parameters of the original form. The application form may be downloaded from the Arts Commission web site at www.lacountyarts.org and filled out on your computer.
- Use 10 point font or larger and a standard font type in all narrative portions of the application.
- Include the name of the organization on all application forms and attachments.
- Do not submit any stapled, bound, taped, paste-up or odd-size materials. All materials must be on standard 8½” by 11” paper, suitable for photocopying.
- **Submit one (1) original signed application.**
- Send the completed application and attachments as necessary to:

Internship Program
Los Angeles County Arts Commission
374 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

TIMELINE

January 23	Application deadline (postmark)
January	Staff audit and review of applications.
February	Commission review and approval of internship grants.
February 20	Applicant organizations informed by letter of grant decisions
March 13	Signed grant letters due back from organizations. Grant recipients begin search for interns.
April & May	Proposed intern selections due back from grantees. Internship positions confirmed by Commission.
June – September	Period of Internship Program

INQUIRIES

Please address any questions to:

Andrew Campbell
Organizational Development Manager
Los Angeles County Arts Commission
500 West Temple Street – Room 374
Los Angeles, CA 90012

Telephone: 213/974-1343
Fax: 213/625-1765
E-mail: acampbell@bos.co.la.ca.us

Applications must be postmarked by Wednesday, January 23, 2002.

ACKNOWLEDGEMENT

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