

Los Angeles County Bloomberg Arts Internship program (BAI)

Host Worksite Application Workshop





LA County Land Acknowledgment

The County of Los Angeles recognizes that we occupy land originally and still inhabited and cared for by the Tongva, Tataviam, Serrano, Kizh, and Chumash Peoples. We honor and pay respect to their elders and descendants — past, present, and emerging — as they continue their stewardship of these lands and waters. We acknowledge that settler colonization resulted in land seizure, disease, subjugation, slavery, relocation, broken promises, genocide, and multigenerational trauma. This acknowledgment demonstrates our responsibility and commitment to truth, healing, and reconciliation and to elevating the stories, culture, and community of the original inhabitants of Los Angeles County. We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with Native peoples and local tribal governments, including (in no particular order) the

Fernandeño Tataviam Band of Mission Indians
Gabrielino Tongva Indians of California Tribal Council
Gabrieleno/Tongva San Gabriel Band of Mission Indians
Gabrieleño Band of Mission Indians – Kizh Nation
Yuhaaviatam of San Manuel Nation
San Fernando Band of Mission Indians
Coastal Band of Chumash Nation
Gabrielino/Tongva Nation
Gabrielino Tongva Tribe



PHOTO BY: MONICA ALMEIDA

To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website at lanaic.lacounty.gov.

Los Angeles County Department of Arts & Culture



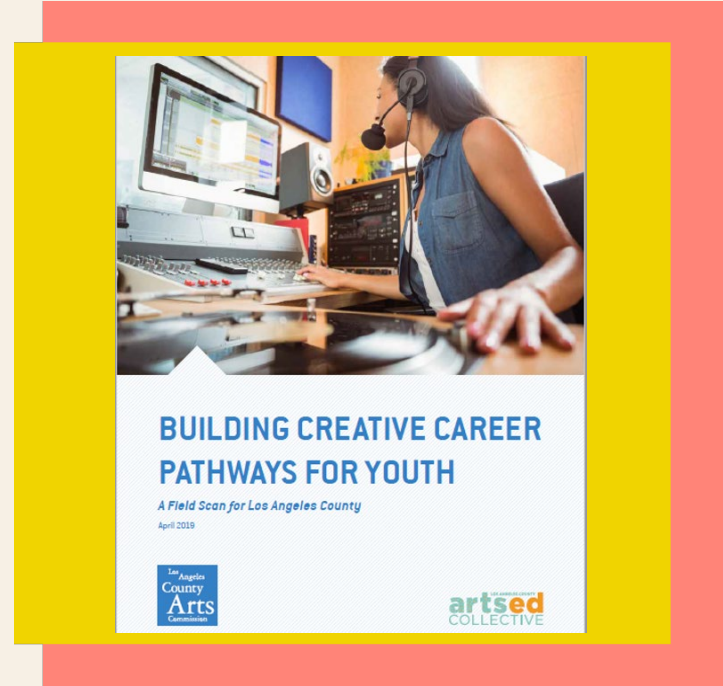
The Department of Arts and Culture's mission is to advance arts, culture, and creativity throughout the County through such means as arts education initiatives, commissioning and care for public artwork, grants and professional development, free community programs, and cross-sector creative strategies that address civic issues.

Our department's work is framed by our longstanding commitment to fostering access to the arts, and the County's Cultural Equity and Inclusion Initiative (CEII).

Creative Career Pathways for Youth (CCPY)

CCPY emerged out of the [Cultural Equity and Inclusion Initiative \(CEII\)](#). Its purpose is to develop pathways that prepare youth for careers in the arts and creative industries, including work-based learning and leadership opportunities.

CCPY focuses on ensuring access to the creative economy for youth of color; youth who are LGBTQ+, disabled, on probation, and/or from low-income households; current and former foster youth; as well as other youth who experience barriers to participation in the workforce.



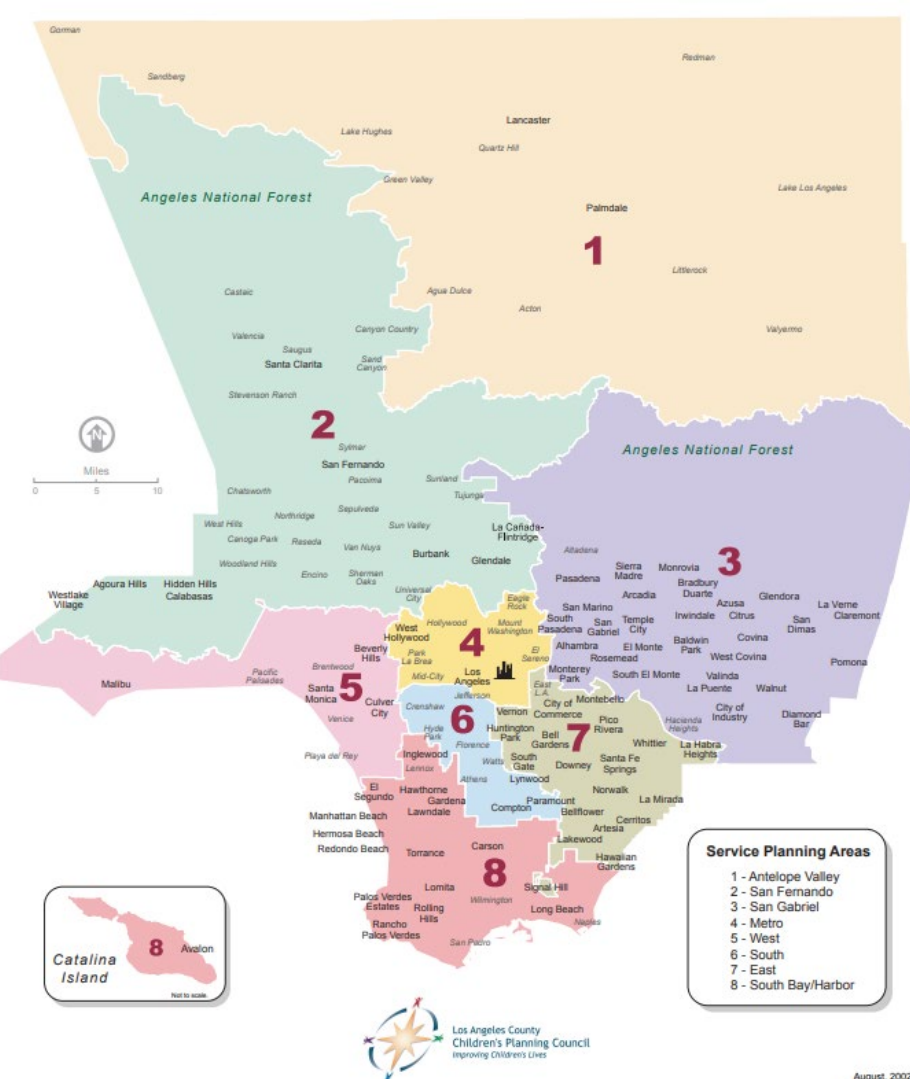
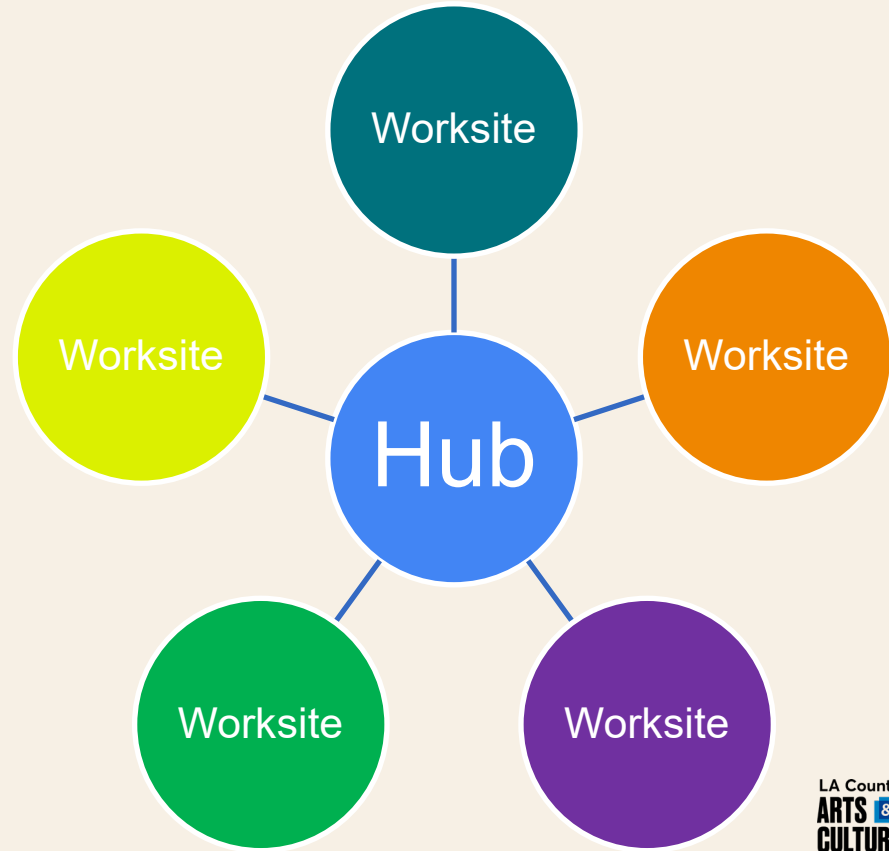
Program Overview

Bloomberg Arts Internship (BAI) is the largest paid internship program for high school students in the cultural sector, operating in nine U.S. cities: Baltimore, Boston, Detroit, New Orleans, New York, Philadelphia, Washington, D.C., San Francisco, and Los Angeles County.

Since it began in 2012, the program has supported 2250 paid internships at more than 250 cultural organizations and maintains an active alumni network.



Hub Strategy



The Why



- **Financial Advantage:** Intern wages are **fully covered by the grant**, and you receive an administrative stipend.
- **Capacity Building:** Gain dedicated intern support for projects and initiatives.
- **Develop Future Talent:** Provide crucial work-based learning, directly impacting talented LA County youth.
- **Equity & Inclusion:** Contribute directly to **fostering diversity** within the cultural sector.
- **Program Support:** Access a well-structured, organized program framework and resources.
- **Professional Development**

EQUITY

Giving students what
they need to be successful.
Access and Opportunity.

EXPOSURE

The earlier the exposure, the
more likely they are to pursue a
career in the Arts.

SUPPORT

For many, if not all, this is their
first job/internship.

INTERN

CONNECTION

To the art and culture of their city.
To their peers.
To the work.

RESOURCE

Inspiring students to consider
Arts as both a resource *and* a
career. BAI shows them what is
possible.

LA County BAI: School Year Program:

- Duration: 22 weeks; September through April
- Paid (living wage)
- Smaller % of cohort
- Timelines vary to accommodate school schedules
- Hours: 5-10 hours per week at internship sites
- Focus: Ongoing work-based arts learning, college application support, and mentorship



Bloomberg Arts Internship program vs. the Los Angeles County Arts Internship Program

	Arts Internship Program (AIP)	Bloomberg Arts Internship (BAI)
Target Audience	Undergraduate College Students	Rising Public High School Seniors
Internship Duration	400 Hours (flexible; 10-27 weeks)	120 Hours (8-week summer program)
Hourly Pay	\$17.87/hour (current minimum wage)	\$27.81/hour (current living wage)
Visual Arts (Galleries & Museums)	Excluded (AIP is designed as a companion to the Getty Marrow program)	Included
Administrative Stipend	Conditional: \$750 (for organizations with budgets under \$500k)	Flat Rate: \$2,000 (all participating host sites with 2 interns)
Program Focus	Professional networking and skill refinement	Early workforce readiness and college preparation

Organizational Eligibility

Eligible Organizations:

- **Nonprofit Arts Organizations**
- **Nonprofit Cultural Organizations**
- **Fiscally Sponsored Organizations**
- **Local Arts Agencies and Municipal Performing Arts Organizations**
- **Colleges or Universities**

Organizational Responsibilities

BAI: Summer

- Host 2 rising public high school student interns
- 3 days per week, in person, approx. 15 hours
- **8 weeks from June 14 to August 6, 2027**
- Meaningful, arts-based intern project
- Dedicated space where interns can work
- Staff member (or two) who will serve as intern supervisor to guide and coach the interns
- Recruiting, interviewing, hiring, and training interns

No remote work is permitted.



Supervisor Requirements

- Capacity to supervise and coach 2 interns
- Develop and oversee interns' workplans + projects
- Participate in site visits, interviews, & program evaluations
- Ensure that interns complete their:
 - 1) Intern/Organization Agreement form
 - 2) Mandatory pre- and post-survey
- Be onsite and accessible at worksite whenever interns are working
- Attend required events, including Supervisor Orientation, Hub Open House, PD Workshops, Supervisor Check-Ins, and Culmination
- Complete a Live Scan background check & Mandated Reporter Training

One primary supervisor assigned to both interns is required.
A secondary supervisor is recommended



Work Permits for Minors

CA labor laws permit employers to employ 16 and 17-year-olds for the following:

- Up to (8) hours on non-school days or preceding non-school days [EC 49112; 49116; LC 1391]
- Up to 48 hours per week [LC 1391]
- Between 5:00 am and 10:00 pm
(on evenings preceding non-school days, they may work until 12:30 am) [LC 1391]
- Interns must secure a valid [Permit to Employ and Work](#). The Permit to Employ and Work are issued on the same form. Interns can obtain the Permit from an authorized person at their high school.

Note: It will be the worksite's responsibility to ensure both interns have their work permits prior to starting work.

Outreach, Recruitment & Hiring

- Host sites are responsible for outreach about intern positions, interviewing, and hiring. The students will apply directly to your organization.
- Host Sites are expected to practice **equitable** hiring practices.
- The Department of Arts and Culture and Regional Hubs will support with outreach.
- Interns should live and/or attend high school within 10 miles of the worksite.

The Los Angeles County Department of Arts and Culture is committed to cultural equity and inclusion; all participating organizations are strongly encouraged to recruit and select students of diverse backgrounds, including students with disabilities.

BAI: Eligible Students:

- Rising high school seniors (graduating class of 2028)
- Residents of and attending a public high school in Los Angeles County
- Able to work in the United States legally
- **Live less than 10 miles away from internship worksite**
- Not a current or former program participant of the worksite organization
- Not a current or former intern or employee of the internship worksite, nor a relative of any of their current employees, board members, trustees, officers, or directors



Grant Amounts

Grant Amounts

- Each worksite organization will be awarded a grant of \$4,338.36 per summer intern, which covers the intern's hourly wages for 120 hours, plus payroll taxes
- Interns are paid a living wage, currently \$27.81 per/hour (*W2 strongly recommended*).
- Each worksite organization will also be awarded an additional stipend to cover administrative costs (such as Live Scans for intern supervisors, insurance, etc.)
 - \$2000 for two interns
 - \$3000 for three interns

Timeline

August 26, 2026	Application opens
September 2, 2026, 1:00-2:30 PM	Application Workshop #1
September 10, 2026, 1:00-2:30 PM	Application Workshop #2
October 7, 2026 at 11:59 PM	Application Deadline
October 8-November 20, 2026	Application Review
December 2, 2026	Deadline to inform applicants of grant decisions via email
December 14, 2026 - January 11, 2027	Site visits take place
February 7, 2027	Signed internship grant agreements and invoices due
February 16, 2027	Intern Recruitment Workshop
March 3, 2027	Positions are posted publicly at lacountyarts.org and on the internship host's website/social channels
March 4 - March 25, 2027	Worksites conduct outreach and candidate interviews
March 26, 2027	Deadline for interns to submit applications to worksites
March 29 - April 5, 2027	Worksites interview interns
April 6, 2027	Worksites submit candidates to Department for approval
April 16, 2027	All interns hired
May 5, 2027	Mandatory Supervisor Orientation
June 14 - August 6, 2027	8-week Internship Period
July 6, 2027	2027 Worksites invited to apply to BAI: School Year
July 29, 2027	BAI: School Year worksites notified of selection
August 6, 2027	Internship Culmination Celebration Event
September 13, 2027	BAI: School Year Begins

Reflect:

Who opened a door for you or gave you your first opportunity?

How did this inspire your journey to now?

Intern Projects

Ideal Intern Worksite Projects:

- ❑ **Growth & Learning:** Projects are tailored to intern interests, applying professional skills to a real organizational need
- ❑ **Freedom of Ideas:** The interns can use their own creativity in the delivery/presentation of project results (e.g., video, visual report)
- ❑ **Professional Reflection:** Interns and supervisors explore self-care, self-advocacy, and well-being in a professional context
- ❑ **Constraint Management:** Projects use clear, finite deliverables to maximize learning within the 120-hour period



2026 BAI: Summer Sample Projects



Crafting Your Application

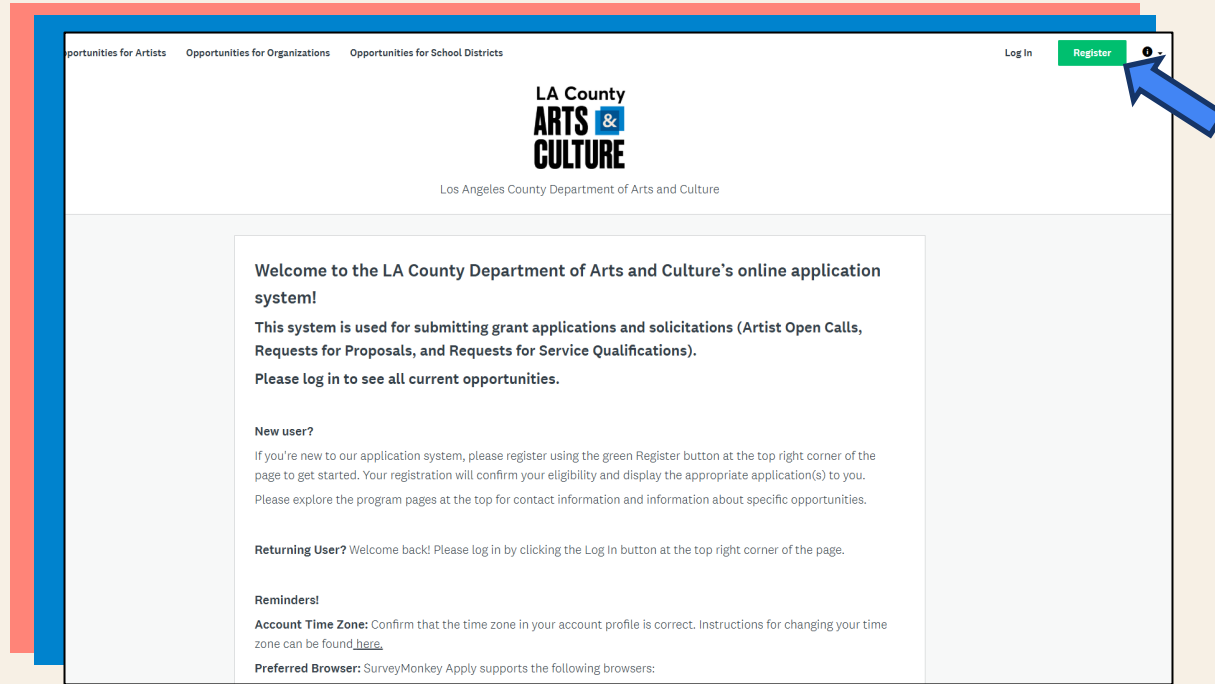
BAI Application Sections

- **2027 BAI Eligibility Requirements**
- **501(c)(3) Verification** (*for 501(c)(3) organizations only*)
- **2027 BAI Host Site Application**
- **Supplemental Materials** (*only for organizations that are not OGP or AIP grantees*)
- **Application Finalization & Attestation**

Survey Monkey

Apply

Survey Monkey Apply: New Registration



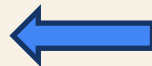
Our site can be accessed at:
<https://apply-lacdac.smapply.io/>

To create a new account, click the green “register” button in the upper right

When creating a new account:

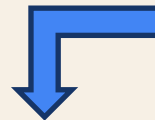
- One account per organization
- Login information should be shared with relevant staff
- When asked “what type of applicant are you?” select **organization**

Survey Monkey Apply: New Registration



Step 1: Create account information

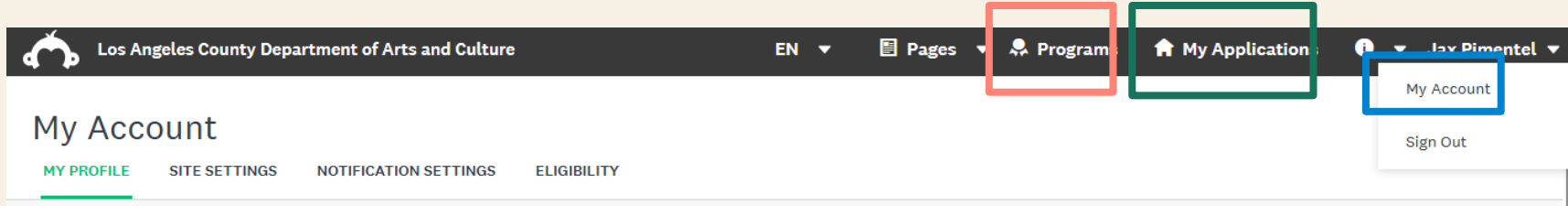
The screenshot shows the SurveyMonkey Apply registration page. At the top is the SurveyMonkey Apply logo. Below it, the text reads "Register for an applicant account" and "Already have a SurveyMonkey Apply account? [Log in](#)". A green line separates the header from the "Register as an individual" section. Under this section, there are "Instructions" stating that if a user already has an account in Fluid Review (www.lacountyarts.org/apply), they should use the same credentials to log in. Below the instructions are input fields for "First Name" and "Last Name", followed by an "Email" field, and a "Create a password" field with a password strength indicator. At the bottom, a note states: "By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)."



Step 2: Verify email and finish registration

The screenshot shows the email verification screen. At the top is the "Apply" logo. The main heading is "Please check your email". Below this, the text reads: "We've emailed you with instructions on how to complete your registration request. Please check your email and use the link included to finish registering." At the bottom, it says: "If you do not receive the email, please check your spam filters or reach out to your email provider for assistance."

Survey Monkey Apply: Navigating Menus



Programs:

- Home page to view available grants
- Go here to open new applications

My Applications:

- Home page for all your open applications
- Past applications will be available until archived
- All open BAI applications can be reviewed and accessed here

My Account:

- Profile Picture
- Personal Info
- Site/Notification Settings
- Time zone and preferred language
- Eligibility Profile
 - Should be updated if organization moves or contact info changes!

Survey Monkey Apply:

2026 LA County Bloomberg Arts Internship
(BAI) Program Grant Application

APPLY

Opens

Oct 8 2025 04:00 PM (GMT)

Deadline

Nov 20 2025 07:59 AM (GMT)

Tips for success:

- Create a profile for your organization, not individual staff
- Keep log-in information in an accessible place for all necessary staff
- Draft application responses in a word document and then paste them into the application later
- Submit application 3 – 5 days in advance of the deadline to allow time to resolve any technical issues

Review Process

Review Process

Successful applications must demonstrate:

- Proposed internships address the purpose of BAI: to provide **a meaningful workplace experience**, develop knowledge of the **creative sector as a career path**, encourage **awareness of culture as a civic resource**, and **prepare students to apply and transition into college**
- Internship job descriptions demonstrate meaningful on-the-job training and experience that is transferable to careers both in and outside the arts
- Worksite organization can provide a specific project(s) primarily rooted in arts and culture programming and administration
- Organization can assume the successful supervisory responsibilities and coaching for two high school interns

Review Process

Internships should reflect and contribute to the culturally and artistically diverse arts ecosystem of the County.

Important, balanced considerations for final worksite selections include:

- Applicant's expressed interest in and capacity to recruit and host teenage high school students
- Communities served
- Geographic location of internship
- Artistic discipline or cultural tradition
- Organizational budget size
- Type of internship project (e.g., marketing, production, administration, etc.)

Final Reminders

Important Dates:

App Deadline:

- October 7, 2026

Notification:

- By December 2, 2026

Contracts & Invoices:

- Due by February 5, 2027

Intern Positions posted:

- March 3, 2027

Questions?

Shari Holly

BAI Program Specialist

KT Leuterio

BAI Program Specialist

E-mail:

BAI@arts.lacounty.gov

Q&A