



Application to Host Arts Interns

Submit By: Friday, February 14, 2020 by 5:00 PM

ELIGIBILITY CHECK

Please select all that apply to your organization.

- We are a past participant of the Arts Internship Program.
 - We currently receive funding via the Partnership for the Arts & Humanities.
 - We do not currently receive funding via the Partnership for the Arts & Humanities, but we have received funding from the Partnership for the Arts & Humanities in the past.
 - None of the above statements apply to my organization.
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PROGRAM GUIDELINES

Please review the program guidelines before starting your proposal as some aspects of the program may have changed: [2020 Arts Internship Program Guidelines](#). *Note: 2020 program changes are outlined on page one.*

Check the box below to indicate that you read the above guidelines and will communicate any necessary information to the appropriate individuals in your organization. Your organization will be held accountable for implementing/adhering to the program guidelines if selected for the program.

I read the above guidelines and will communicate any program changes to the appropriate individuals.

BASIC INFORMATION

[5 Points]

Contact Information:

Note: We will send notifications and other information such as inquiries about your contract, reimbursement payments, etc. to the contact person listed below. You will be asked to provide information about the person responsible for supervising intern(s) later in the proposal form.

Organization: _____

Contact Name: _____

Contact Position: _____

Contact Phone: _____

Contact Email: _____

Is this your organization's first year applying to host Arts Interns?

Yes

No

INTERNSHIP DETAILS & DESCRIPTIONS

[25 Points]

TOTAL number of internship positions available with your organization:

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8	<input type="radio"/> 9	<input type="radio"/> 10
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Titles of internship positions and number available of each:

Titles of internship positions and number available of each:	# Available:
Title of Position: _____	_____
Title of Position: _____	_____
Title of Position: _____	_____
Title of Position: _____	_____
Title of Position: _____	_____
Title of Position: _____	_____
Title of Position: _____	_____
Title of Position: _____	_____
Title of Position: _____	_____
Title of Position: _____	_____

Position Descriptions:

Note 1: Examples of internship "type" include arts administration, arts education, arts entrepreneurship, art-making/performance.

Note 2: Total number of hours per internship must be at least 40. Please add 12 hours to the total number of hours for each internship for Milwaukee Recreation-led trainings and events.

Note 3: "Schedule" should include number of hours per day, days per week and number of weeks.

Note 4: The "Brief Internship Description" will be used to advertise the internship. This should be no more than 3-5 sentences - you will be asked to shorten the description if it's too long. The "Long Internship Description" is where you can describe the internship in more detail, including:

- *The program or project the intern(s) will support/work on*
- *What the intern(s) should expect to learn/gain from the experience*
- *Any previous knowledge, skills and/or interest the ideal candidate(s) should possess*

YOU WILL FILL OUT THE FOLLOWING INFORMATION FOR EACH POSITION.

[Title of position]:

Type: _____

Start/End Dates: _____

Total Number of Hours: _____

Schedule: _____

Brief Position Description: _____

Long Position Description: _____

Is this a new position? _____

Is this position open to students 15 years of age (and older)? _____

INTERN RECRUITMENT & SUPERVISION

[10 Points]

Please describe your plan for recruiting and retaining students for your internship position(s).

Person responsible for hiring, supervising and signing off on all timesheets and assessments for your intern(s):

Supervisor Name: _____

Supervisor Position: _____

Supervisor Phone: _____

Supervisor Email: _____

Please describe the above supervisor's experience with managing high school interns and with youth development, in general.

If applying to host more than five interns, please provide information for the second supervisor:

Supervisor 2 Name: _____

Supervisor 2 Position: _____

Supervisor 2 Phone: _____

Supervisor 2 Email: _____

Please describe the above supervisor's experience with managing high school interns and with youth development, in general.

If applying to host more than five interns, please explain your organization's experience with hiring and managing 5+ high school interns.

TRAINING & MENTORSHIP

[10 Points]

What type of training or professional development will your intern(s) receive during their internship? Do not include MPS-provided trainings/workshops. Please be as specific as possible.

What structure will you have in place to check in with your intern(s) over the course of their internship?

OUTCOMES

[10 Points]

How will you ensure that your intern(s) achieve(s) the following objectives?

Interns will become more prepared for future work experience. _____

Interns will become more confident in applying for jobs, internships, etc. _____

Interns will learn new skills in the focus area of their internship.

Interns will have a deeper understanding of the work that goes into completing a work of art or implementing a program. _____

Interns will build a network of mentors that will support them in achieving their future goals.

BUDGET

[10 Points]

WAGES: total # of intern hours (including 12 MPS training hours per intern) x \$9.00 = _____

FRINGES-FICA: total wages x 7.65% = _____

FRINGES - UNEMPLOYMENT TAX: total wages x 2.15% = _____

FRINGES - WORKERS COMP: total wages x 2% = _____

TRANSPORTATION: # of interns x \$250 (3.5 month unlimited M-Card) = _____

OVERHEAD: (wages + fringes + transportation) x 15% = _____

Total : _____

Warning: By clicking the ">>" button below you are submitting your proposal. You will not be able to go back and edit your proposal once you have submitted it.