



2020 Arts Internship Information & Guidelines

The Arts Internship Program is a paid summer internship program that provides high school students with practical job experience in arts-related positions. Interns explore the arts in an in-depth and applicable way while also gaining 21st century job skills. During summer 2019, a total of 59 high school students interned at 19 different partner organizations. Students earned a combined total of \$64,845 from their hands-on work experiences.

How the Funding/Partnership Works

2020 PROGRAM CHANGES:

1. Partner organizations are not allowed to hire students 14 years of age.
2. The application for prospective Arts Interns will be available online (new!) and in PDF/print form. Milwaukee Recreation will manage the online application portal, distributing student application materials to the appropriate organization(s) when materials are received. Organizations will still be able to accept emailed or mailed application materials.

Milwaukee Recreation provides:

1. Financial awards (up to \$20,000¹) to partner organizations for the hourly wages (minimum \$9.00 per hour²), fringes and transportation (M-Cards) for interns, and overhead expenses related to the internship (no more than 15% of budget). Awards are distributed on a reimbursement basis.
2. General job skills training and informational sessions on financial literacy, careers in the arts, etc. for interns, including:
 - Two mandatory training sessions throughout the internship period:
 - Friday, June 12 | 9:30 AM – 3:30 PM
 - Wednesday, July 8 | 3:00 – 6:00 PM
 - A mandatory final celebration where all interns present about their internship experiences:
 - Thursday, August 6 | 4:00 – 6:00 PM (interns arrive at 3:00 PM)
3. An orientation meeting for all intern supervisors (Thursday, May 14 | 11:00 AM – 2:00 PM)
4. Assessment tools (such as student surveys), photo and video documentation, financial reporting templates and procedures, and a final report that captures overall program outcomes and impact from data provided by partner organizations.

Partner organizations provide:

1. Administrative support (interns will be recruited, interviewed, hired, supervised, and paid by partner organizations).
2. Job and organization-specific orientations and/or trainings.

¹ Organizations that have participated in the program for more than two years (3+) are eligible to host more than five interns, thus increasing the amount they can request.

² In January 2018, Milwaukee Recreation distributed a survey to partner organizations to seek input on, 1) increasing the minimum hourly wage for interns and 2) requiring that all interns make the same hourly wage. Based on responses to the survey (in which 70% voted in favor of increasing the hourly wage), we have increased the minimum hourly wage by \$0.50. Partner organizations are welcome to pay their Arts Interns more than the minimum of \$9.00 per hour, but Milwaukee Recreation will not reimburse partner organizations for anything above and beyond \$9.00 per hour.

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3. Assessment data, which Milwaukee Recreation will collect at the end of the internship period.
4. A supervisor for all hired interns; partner organizations are required to send intern supervisors to an orientation on April 16, the first intern training session on June 12, and the final celebration on August 6. Partner organizations that host more than five interns must assign at least two supervisors to their Arts Interns. Milwaukee Recreation does not reimburse for Arts Intern supervisor wages.

Application process:

1. Organizations are eligible to apply for the Arts Internship Program if they:
 - Are currently funded via the Partnership for the Arts & Humanities; or
 - Have been funded via the Partnership for the Arts & Humanities in the past; and/or
 - Have participated in the Arts Internship program in the past³
2. First-time applicants are only eligible to apply for and host up to two interns. Applicants that have participated in the program for more than two years (3+) are eligible to host more than five interns.
3. Organizations that meet the above criteria and are interested in hosting an intern or interns must complete an online proposal form (limit one per organization) detailing the program or project the intern(s) will support, the length/number of hours of the internship(s), how the organization/supervisor will support the intern(s) with career goals, a proposed budget, etc. The proposal form will open on Monday, January 13, 2020 and close on Friday, February 14, 2020 at 5:00PM. The form is available at: tinyurl.com/r77mby3
4. Milwaukee Recreation staff and community representatives will review and score proposals. Organizations will be notified by Monday, March 2, 2020 whether they have been approved to host interns. Milwaukee Recreation may request a revised proposal (including budget) before entering into a contractual agreement with any partner organization. These revisions will be due by Friday, March 6, 2020.
5. Once contracts are executed, Milwaukee Recreation will release the Arts Internship Application (online and in PDF/print form) for prospective interns. Milwaukee Recreation will share the application and descriptions of available internships with partner organizations and via the Milwaukee Recreation website and other channels. Funded organizations should distribute the application/position descriptions through their own channels, as well. Milwaukee Recreation is not responsible for recruiting interns for partner organizations.
6. Prospective interns will complete and submit the Arts Internship Application, a letter of interest and a list of 1-3 professional references. Organizations are then responsible for interviewing, selecting and hiring interns. All HR-related requirements are the responsibility of the host organization.
 - Organizations must confirm that the student(s) they intend to hire are available for the mandatory Milwaukee Recreation-led trainings and events.

Criteria for Internship Positions

1. Each internship should span a total of **at least** 40 hours between the **student's** last day of school for the 2019-20 school year (May 22 for MPS students) and the **student's** first day of school for the 2020-21 school year (August 10, 2020 for MPS students). All internships must be concluded by August 31, 2020. Interns may work during summer weekday and/or weekend hours.

³ Organizations that do not meet the eligibility requirements may be allowed to apply for the program at the discretion of Milwaukee Recreation.

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2. A minimum of 75% of hours should be **direct contact with art media** and/or training, a maximum of 15% of hours are allowable for other administrative duties unless the internship is intentionally planned around arts administration or arts education.
3. Interns must be assigned a supervisor that will oversee or work with them directly. Supervisors are responsible for assisting interns with setting goals for their summer internship, supporting their future career goals, checking in with them on a regular basis, setting schedules, approving timesheets, facilitating assessments, etc.
4. Internships should address all the following objectives:
 - Student interns will become more prepared for future work experience.
 - Student interns will gain confidence in applying for future jobs.
 - Student interns will learn new skills and abilities in the area of focus of their internship.
 - Student interns will gain a deeper understanding of the production, hard work, and dedication that goes into completing a work of art or project in the area of focus of their internship.
 - Student interns will build a professional network of mentors to support them in their future goals.

Eligibility Requirements for Interns

To be eligible for the Arts Internship program, individuals must:

- Be at least 16 years of age, unless the hiring organization indicates that the position or positions are open to students who are 15 years of age or older
- Be a high school equivalent student
- Be a resident of the City of Milwaukee OR currently enrolled in a MPS high school
- It is preferred, but not required, that individuals qualify for free or reduced school lunch.