



# 2024 ARTS INTERNSHIP GUIDELINES

## ABOUT THE PROGRAM

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Through partnerships between Milwaukee Recreation and local arts organizations, the Arts Internship Program provides high school students with paid internship opportunities to explore careers in the arts while also gaining practical and applicable job skills and work experience.

Arts Internships span a total of 40-400 hours during the summer, with most organizations offering somewhere between 125-300 hours per internship. **Interns are paid a minimum of \$11.00 per hour** and receive an unlimited WisGo Card for transportation (from their first day of work until the end of summer). Interns are required to attend job training sessions, complete reflection assignments, and work closely with a supervisor to achieve the following:

- Become more prepared for future work experience
- Gain confidence in applying for future jobs
- Learn new skills and abilities in their area of focus
- Gain a deeper understanding of the production, hard work, and dedication that goes into completing a work of art or project
- Build a professional network of mentors

### Mandatory trainings and events:

- Orientation: Friday, June 14 | 10:00 AM – 3:00 PM
- Check-In Training: Thursday, July 18 | 2:00 – 5:00 PM
- Final celebration: Thursday, August 15 | 3:00 – 7:00 PM
- A mandatory one-hour networking opportunity: Specific opportunity, date, and time to be selected by supervisors

## ELIGIBILITY REQUIREMENTS

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To be eligible for the program, you must:

- Be at least 16 years of age at the start of work 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 (or an out-going senior)
- Be a resident of the city of Milwaukee OR currently enrolled in a MPS high school
- Be available to work the internship schedule as determined by the organization and able to attend the mandatory trainings/events listed above.

## HOW TO APPLY

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Read the internship position descriptions and identify which opportunities interest you. Next, complete and submit the materials listed below via an online application in late March. The position descriptions and a link to the application will be available [here \(http://tinyurl.com/2m8zt78w\)](http://tinyurl.com/2m8zt78w). If you prefer to submit a paper application packet, please contact Christina Dresang (contact info below) for instructions.

Required application materials:

- Arts Internship Student Application (to request a paper application, contact Christina Dresang)
- A letter of interest stating why you are interested in the internship and what you have to offer the organization (If you are applying for a second year, please specify what skills or projects you would like to expand upon.)



## Arts Internship Program

- A list of 1-3 professional references, including name, relation to you, phone number, and email address (references can include teachers, mentors, coaches, etc.; not family members or friends)
- Any other information requested by the organization

*Note: You may apply for multiple internships, but if offered more than one, **you may only accept one.***

### **SUPPORT**

Milwaukee Recreation will host two virtual information sessions in April for high school students looking to learn more about the program and how to apply, as well as a series of one-on-one application support sessions. RSVP for any of these support sessions [here \(http://tinyurl.com/4uh7pmix\)](http://tinyurl.com/4uh7pmix).