



Arts Internship Program

2024 ARTS INTERNSHIP PROGRAM 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 depth while also gaining 21st-century job skills. During the summer of 2023, a total of 60 high school students interned at 17 different partner organizations. Students earned a combined total of over \$94,000 from their work experiences.

The 2024 Arts Internship application can be found here: <http://tinyurl.com/5jnt74j6>

Application Submission Deadline: February 9, 2024 by 5:00 PM

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How the Funding/Partnership Works

PLEASE NOTE 2024¹ Program Changes:

1. Allocated paid time for MPS trainings/events/assignments has increased from 15 to **20 hours** to ensure that there is ample coverage for all mandatory requirements.
 - We may not use the entire 20 hours, but we ask that you build this time into your budgets.

What Milwaukee Recreation Provides:

1. Financial awards to partner organizations for the hourly wages, fringe benefits and transportation for interns, and modest overhead expenses related to the internship.
 - We award up to up to \$20,000.²
 - Minimum hourly wage for interns is \$12.50 per hour.³
 - Transportation benefits include WisGo Cards.
 - Overhead expenses may be no more than 15% of your total budget.
 - Awards are distributed on a reimbursement basis.
2. Intern application management, including the online application portal and distributing submitted applications to organizations.

¹ See attached Addendum 1 for history of program changes since 2020.

² Organizations that have participated in the program for more than two years are eligible to host more than five interns, thus increasing the amount they can request.

³ Organizations opting to pay more than \$12.50 per hour will be responsible for covering the additional cost.



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3. General job skills training and information sessions on financial literacy, careers in the arts, etc., for interns, including:⁴
 - Two mandatory training sessions throughout the internship period:
 - Intern orientation training on Friday, June 14 from 10:00 AM – 3:00 PM
 - Intern check-in training on Thursday, July 18 from 2:00 – 5:00 PM
 - A mandatory final celebration and presentation of internship reflections:
 - Thursday, August 15, 2024 from 3:00 – 7:00 PM
 - A mandatory one-hour networking opportunity:
 - Specific opportunity, date, and time to be selected by supervisors.
4. Guidelines, prompts, and filmmaking support for intern reflection assignments.
 - Supervisors are responsible for monitoring intern progress toward assignment completion.
5. An orientation meeting for all intern supervisors on May 2, 2024 from 10:00 AM – 2:00 PM.
6. Administrative tools, including:
 - Intern assessment tools (such as student surveys) to be distributed and administered by Milwaukee Recreation
 - Photo and video documentation (when possible)
 - Financial reporting templates and procedures
 - A final report that captures program outcomes and impact (from data provided by partner organizations)

What 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.
3. Support the completion of interns' required assignments, including their final reflection video.
4. Assessment data, which Milwaukee Recreation will collect at the end of the internship period.
5. A supervisor for all hired interns.
 - Partner organizations are required to send intern supervisors to:
 - A supervisor orientation on May 2, 2024 from 10:00 AM – 2:00 PM
 - The intern orientation on Friday, June 14 from 10:00 AM – 3:00 PM
 - The final celebration on August 15, 2024 from 3:00 – 7:00 PM
 - One networking opportunity (date TBD by supervisor)
 - 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.

⁴ [See attached Addendum 2 for a sample of important dates and deadlines from 2023 including trainings, events, and assignments.](#)



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Criteria to Determine Partner Organization Eligibility:

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 past.⁵
2. First-time applicants are only eligible to host up to two interns. Applicants who have participated in the program for more than two years are eligible to host more than five interns.

Application Process:

- Applications must be submitted via an online proposal form, available here: <http://tinyurl.com/2ay8ave5>
 - The form will **open** on **Friday, January 12, 2024**
 - The form will **close** on **February 9, 2023 at 5:00 PM**
1. Interested and eligible organizations must complete the above online proposal form (limit one per organization) detailing:
 - The art program or project the intern(s) will support
 - The length/number of hours of the internship(s)
 - The nature of the internship(s) and what the intern(s) will accomplish
 - How the organization/supervisor will support the intern(s) with career goals
 - A proposed budget, including intern wages and fringes, transportation (WisGo Cards for interns), and overhead
 3. Milwaukee Recreation staff and community representatives will review and score proposals.
 4. Organizations will be notified in early March whether they have been approved to host interns.
 - Milwaukee Recreation may request a revised proposal (including budget and/or position descriptions) before entering into a contractual agreement with any partner organization.
 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 on the Milwaukee Recreation website and via 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. Milwaukee Recreation offers application information sessions and one-on-one support sessions in April to assist prospective interns throughout the application process.

⁵ Organizations that do not meet the eligibility requirements may be allowed to apply for the program at the discretion of Milwaukee Recreation. Please contact Christina Dresang at christina@mkerec.net | 414-475-8508 if you want to participate.



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7. Prospective interns will complete and submit the Arts Internship application, a letter of interest, and a list of 1-3 professional references via the Milwaukee Recreation-managed online portal.
 - Organizations are then responsible for interviewing, selecting, and hiring interns.
 - Organizations are responsible for all HR-related duties and requirements.
 - Organizations must confirm that the student(s) they intend to hire are available for the mandatory Milwaukee Recreation-led trainings and events.
 - Organizations are responsible for submitting work permits to Milwaukee Recreation for any interns who are 15 years of age.

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 2023-24 school year (May 21, 2024 for MPS students) and the student's first day of school for the 2024-25 school year (September 3, 2024 for MPS students).
 - All internships must be concluded by August 31, 2024.
 - Interns may work during summer weekday and/or weekend hours.
2. A minimum of 75% of hours should be in *direct contact with art media*.
 - A maximum of 25% of hours are allowable for other administrative duties.
 - Internships *intentionally planned around arts administration or arts education* are exempt from this rule.
3. Interns must be assigned a supervisor⁶ who will oversee or work with them directly. Supervisors are responsible for:
 - Assisting interns with setting goals for their summer internship
 - Supporting interns' future career goals
 - Regular check-ins
 - All administrative duties such as scheduling, 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.

⁶ Organizations that host more than five interns must assign at least two supervisors.



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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 an MPS high school
- It is preferred, but not required, that individuals be considered economically disadvantaged.



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ADDENDUM 1: History of Program Changes Since 2020

2023 PROGRAM CHANGES:
<ul style="list-style-type: none">• We have increased the hourly wage for Arts Interns to \$11.00 per hour.
2022 PROGRAM CHANGES:
<ul style="list-style-type: none">• Minor changes only:<ul style="list-style-type: none">○ The application now asks applicants to include the amount of time spent on arts-related activities or tasks in the Full Position Description section.○ We have added a few more hours of paid MPS training/event time for a total of 15 hours. We may/may not use the entire 15 hours for MPS-led trainings or events, but we ask that you build the time into your budgets just in case.○ We plan to host an application how-to workshop for prospective interns.
2021 PROGRAM CHANGES:
<ul style="list-style-type: none">• We have increased the hourly wage for Arts Interns to \$9.50 per hour.• All Arts Internship positions will be included in Milwaukee Recreation's list of position descriptions that are published and advertised publicly.
2020 PROGRAM CHANGES:
<ul style="list-style-type: none">• Partner organizations are not allowed to hire students 14 years of age.<ul style="list-style-type: none">○ The application for prospective Arts Interns will be available online 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.



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ADDENDUM 2: Sample of Important Dates & Deadlines for 2023

Date/ Time/ Attendance	Training/ Event/ Assignment Details
Thursday, May 4, 2023 10:00 AM – 2:00 PM Supervisor attendance mandatory	Supervisor Orientation Location: Urban Ecology Center- Menomonee Valley
Friday, June 9, 2023 Supervisor attendance mandatory from 10:00 AM - 12:15 PM Intern attendance mandatory from 10:00 AM – 3:00 PM	Intern Orientation Location: MIAD
June 9 – July 14, 2023 Required for all interns	Footage Gathering for Intern Assignments Interns document space/place, people, and responsibilities and work via 5 photos, 1 video, or 1 artistic piece for each assignment.
Thursday, July 13, 2023 2:00 PM – 5:00 PM Intern attendance mandatory	Intern Check-In Location: Walker’s Point Center for the Arts & Arts @ Large
Friday, July 14, 2023 Required for all interns	Due Date for Footage Gathering All 3 footage-gathering assignments are due. Must be uploaded to Google Folder.
Week of July 17 or July 24, 2023 Optional	Optional Filmmaker Support Sessions Location: On-site at host organization Supervisors to choose appropriate date and share details with interns.
Tuesday, August 1, 2023 Required for all interns	Due Date for Recap and Reflection (1 per Organization) Must be uploaded to Google Folder
Thursday, August 10, 2023 3:00 PM – 7:00 PM Supervisor & intern attendance mandatory	Intern Celebration Location: Milwaukee Art Museum
Date and time TBD by supervisors 1-hour networking opportunity required for all interns and supervisors	Networking Opportunity Location: TBD by Supervisors Attend at least 1 additional networking opportunity with other host organizations to expand interns’ network of peers and adults who can support their future goals. Supervisors to choose opportunity and share details with interns.