



A department of MPS

# Arts Internship Program

## 2024 Application to Host Arts Interns

***Submit By: Friday, February 9, 2024 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.

### PROGRAM GUIDELINES

Please review the program guidelines before starting your proposal as some aspects of the program may have changed: [2024 Arts Internship Program Guidelines](#). Note: 2024 program changes are outlined on page one.

Select 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 have read the 2024 Arts Internship Program Guidelines and will communicate any program changes to the appropriate individuals.



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## BASIC INFORMATION

### 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:** (select number between 1 and 10)



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## Titles of internship positions and number available of each:

Title of Position: _____	▼ select number between 1-10
Title of Position: _____	▼ select number between 1-10
Title of Position: _____	▼ select number between 1-10
Title of Position: _____	▼ select number between 1-10
Title of Position: _____	▼ select number between 1-10
Title of Position: _____	▼ select number between 1-10
Title of Position: _____	▼ select number between 1-10
Title of Position: _____	▼ select number between 1-10
Title of Position: _____	▼ select number between 1-10
Title of Position: _____	▼ select number between 1-10

## Position Descriptions:

### Notes:

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 20 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 "Full Position Description" is where you should describe the internship in full, including the details below.

- The program or project the intern(s) will support/work on
- The position's duties and responsibilities
- What the intern(s) should expect to learn/gain from the experience
- Amount of time spent on arts-related activities or tasks

The "Brief Position 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.

[For reference, the 2023 internship position descriptions can be found here.](#)



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The following form will display for the number of internship positions you selected previously.

[Title of internship position]:

Internship Type: \_\_\_\_\_

Start/End Dates: \_\_\_\_\_

Total Number of Hours: \_\_\_\_\_

Schedule: \_\_\_\_\_

Full Position Description (including job duties, responsibilities, outcomes, and amount of time spent on arts-related activities or tasks):

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Brief Position Description (3-5 sentences that will be used to advertise the position):

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Pandemic Flexibility: How are you building flexibility into your plans to account for pandemic-related unknowns?

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Is this a new position? \_\_\_\_\_

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

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## INTERN RECRUITMENT & SUPERVISION [10 Points]

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

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**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.**

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**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.**

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

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## TRAINING & MENTORSHIP [12 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.

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

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## OUTCOMES [15 Points]

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

<b>Interns will become more prepared for future work experience</b>	
<b>Interns will become more confident in applying for jobs, internships, etc.</b>	
<b>Interns will learn new skills in the focus area of their internship.</b>	
<b>Interns will have a deeper understanding of the work that goes into completing a work of art or implementing a program.</b>	
<b>Interns will build a network of mentors that will support them in achieving their future goals.</b>	





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## BUDGET [10 Points]

WAGES: total # of intern hours (including 20 MPS training/event hours per intern) x \$11.00 =	
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 WisGo Card) =	
OVERHEAD: (wages + fringes + transportation) x 15% =	
<b>Total :</b>	

**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.**