



A department of MPS

Arts Internship Program

2025 Application to Host Interns

Submit By: Friday, February 7, 2025 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

Whether this is your organization's first time applying or you have participated in the program in the past, please carefully review the [2025 Arts Internship Program Guidelines](#) before starting

your application as some aspects of the program may have changed. Key changes for 2025 are outlined on page 2.

To proceed, select the box below to confirm that:

1. You have reviewed the above guidelines.
2. You will communicate any necessary information to the appropriate individuals within your organization.

By submitting your application, your organization agrees to implement and adhere to the program guidelines if selected to participate.

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

BASIC INFORMATION

Contact Information:

Please note: Notifications, inquiries regarding your contract, reimbursement payments, and other updates will be sent to the contact person listed below. Later in the proposal form, you will be asked to provide details about the individual responsible for supervising intern(s).

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:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Titles of internship positions and number available of each:

Title of Position:	Dropdown: 1 - 10
Title of Position: _____	Dropdown: 1 - 10
Title of Position:	Dropdown: 1 - 10
Title of Position: _____	Dropdown: 1 - 10
Title of Position: _____	Dropdown: 1 - 10
Title of Position:	Dropdown: 1 - 10
Title of Position: _____	Dropdown: 1 - 10
Title of Position:	Dropdown: 1 - 10
Title of Position: _____	Dropdown: 1 - 10
Title of Position: _____	Dropdown: 1 - 10

Position Descriptions:

Notes:

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

2: Each internship should be a minimum of 40 total hours. Please add 20 hours to the total number of hours for each internship for Milwaukee Recreation-led trainings, events, and time to complete the reflection assignment.

3: The "Schedule" should outline the number of hours per day, days per week, and total number of weeks.

4: The "Full Position Description" should provide a comprehensive overview of the internship, including:

- The program or project the intern(s) will support or work on
- The duties and responsibilities of the position
- What the intern(s) can expect to learn or gain from the experience
- The amount of time dedicated to arts-related activities or tasks

5: The "Brief Position Description" will be used for advertising and recruitment. This should be concise, and limited to 3-5 sentences. If it exceeds this length, you will be asked to revise and shorten it.

For reference, the 2024 internship position descriptions can be found [here](#).

The following questions will appear for each internship position available with your organization.

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):

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

Is this a new position? _____

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

INTERN RECRUITMENT & SUPERVISION [12 Points]

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

Be specific about the methods you will use to recruit candidates, as well as the strategies you will implement to retain interns throughout their experience.

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 supervisor's experience with managing high school interns and their overall background in youth development, including number of years of experience.

If applying to host more than five interns (i.e. 6 to 10 interns), please provide information for the second supervisor:

Supervisor Name: _____

Supervisor Position: _____

Supervisor Phone: _____

Supervisor Email: _____

Please describe the supervisor's experience with managing high school interns and their overall background in youth development, including number of years of experience.

If you are applying to host more than five interns, please describe your organization's experience in hiring and managing more than five high school interns.

Include the strategies you have used to effectively manage and support them.

TRAINING & MENTORSHIP [12 Points]

What training or professional development opportunities will your intern(s) receive during their internship?

Be specific about any job training related to their specific internship duties. Exclude any MPS-provided trainings or workshops.

What structure will you put in place to regularly check in with your intern(s) throughout their internship, and how will you provide mentorship and guidance during the process?

OUTCOMES [25 Points]

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

Please provide detailed strategies, specific activities, and examples of how you will address each of these objectives. Be as concrete as possible in describing the steps you will take to support your intern(s) in achieving these outcomes.

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 [6 Points]

When entering totals in your budget, please round to the nearest dollar (do not include cents).

WAGES: Total number of intern hours x \$12.50 = : _____

FRINGES - FICA: total wages x 7.65% = : _____

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

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

TRANSPORTATION: Number of interns x \$250 (3.5 month unlimited WisGo 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.