Cultural Service Internship

Project/Role Description

Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For (org)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# GOALS & OVERVIEW

1. To expose otherwise unaware students and their families to the availability of careers and leadership in the arts
2. To create a diverse and inclusive pipeline of potential candidates for opportunities in careers and leadership in arts and culture institutions

Many of these students will be visiting your orgs for the first time. The students however, have been learning about our Cultural Service Grant orgs over this school year, through our “report out” of last summer’s pilot ([www.culturalserviceinternships.com](http://www.culturalserviceinternships.com)) and information available about your orgs online. Once we’ve selected students and matched interests with your opportunities the students will send the letter expressing interest in your opportunity. From there you may begin working on logistics through our coordinator/liaison **Rosemary Thornton**.

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# POINT OF CONTACTS

These items will be shared when interns are matched. Please list the following:

Intern POC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone: \_\_\_\_\_\_\_\_\_\_\_\_

(This is the person the intern will have the most contact with and will serve as your internal liaison for this internship. This POC will coordinate with the CSI liaison, **Rosemary Thornton**, as needed.)

Director/CEO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone: \_\_\_\_\_\_\_\_\_\_\_\_

# PROJECTS OR ROLES

These descriptions will be shared with applicants. Describe a project or role your paid intern will be expected to accomplish at your org. You may submit as many opportunities as you have. Choose projects or roles that might not otherwise be done over the summer in your organization. Through data and anecdotes collected last summer during our pilot program we learned a good deal about the capabilities and capacity of these students. The YMLA leadership instructor, **James Smith**, and team will evaluate each project and role and provide suggestions and feedback if needed. Be as detailed as possible to give the students as complete vision of these opportunities as possible.

# CALENDAR & HOURS

Because each student and each org will have individual needs and capabilities we are extremely flexible with regards to days and hours works within the following parameters. **Internships will start no sooner than June 19, 2017 and continue no later than July 28, 2017. Interns will have a week of bootcamp provided by the Mayor’s Summer Jobs Program the week of June 12th to prepare for their internships**. We ask that the interns work no less than 10 hours each week for these seven weeks. Example: an intern may work Tuesdays and Thursday from 9am to 2pm during these seven weeks. Please list block(s) of time that best works for your organization and your Intern Point of Contact below.

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