



CAREER LINKS

INTERNSHIP DESCRIPTION

A thriving arts scene benefits the entire community. The more people who participate, the greater the benefits. More people means more vitality, and the more opportunities there are, the greater the chances that the arts can bring different kinds of people together to share something meaningful. For these reasons, ArtsWave invests significantly in a range of programming that reflects and benefits the community in all its diversity. Designed to diversify the field of arts management, ArtsWave Career Links program serves local arts organizations as well as the next generation of arts professionals by funding multicultural undergraduate internships.

The internships are intended specifically for currently enrolled undergraduates who have completed their junior year, seniors and recent graduates. Because housing is not provided, the internships are best suited for those residing in or attending college in Greater Cincinnati region. It is designed to expand groups who are currently underrepresented in museums, visual and performing arts organizations and as a result individuals of African American, Asian, Latino/Hispanic, Native American, and Pacific Islander descent are encouraged to apply. Internships are designed to offer eligible students experience in key areas such as public relations, marketing, fundraising, education, publications, and related programmatic activities.

Host organizations include visual art and performing arts organizations with nonprofit 501(c)(3) status located in Cincinnati, Ohio.

Interns are expected to work a minimum of 10 weeks, full-time, at their respective arts organizations. The internship program runs from June 2011 through August 2011. Interns will be paid a stipend of \$2,500. This amount will be adjusted down for internships under 10 weeks.

Eligible applicants **must** fulfill the following criteria:

- Be available during the entire length of the program.
- Be available during evenings as needed for special events and performances.
- Be a junior or senior student of undergraduate study or a graduate student.
- Have a mode of transportation and a valid U.S. driver's license.

- Prospective applicants should note that the program time commitment can be significant, with at least two evenings per week devoted to a program site visit, workshop, or other activity.

Successful candidates also demonstrate:

- A passion and knowledge of the visual and performing arts
- An interest in arts management and administration.
- Arts/business coursework, volunteer work, professional work, and/or extracurricular activities.

Please submit the following in order to be considered for this position:

- 1) Application Form
- 2) Current Resume
- 3) Essay summarizing your future career goals and how this internship would aid you to achieve those goals.

Application materials should be submitted via email to erin.gilbert@theartswave.org

All intern application materials must be received no later than March 1st. Late applications will not be considered.

Applications will be reviewed on a rolling basis until the deadline. Applicants will receive an email confirming receipt of a completed application packet.

Timeline for Career Links Internship:

- Deadline for Application March 1, 2011
- Interviews Conducted April 1, 2011 through April 30, 2011
- Interns Selected May 1, 2011
- Internships Begin June 1, 2011 through June 15, 2011

CAREER LINKS

INTERNSHIP APPLICATION

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Street Address

City, State, Zip Code

Phone Number

E-Mail Address

EDUCATION:

Name and Address of School - Degree/Diploma - Graduation Date

Are you eligible to work in the United States?

Yes ___ No ___

Do you have a valid drivers license?

Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes___ No___

If yes, please explain: _____

POSITION/ AVAILABILITY:

Please check the days that you are available:

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____

Please state the hours that you are available:

from _____ to _____

What date are you available to start work?

Interest in the Arts:

Classes, Clubs, Organizations

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____

References:

Name/Title Address Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____

Please attach a resume and a writing sample.

All applications should be e-mailed to Erin Gilbert at erin.gilbert@theartswave.org no later than March 1, 2011.