**ARTS INTERN Summer 2024**Host Application Guidelines *(Rev. 1/31/24)*

**Studio Institute’s Arts Intern program provides internships that are:**

* Immersive: providing authentic, professional experience working closely with a supervisor and alongside the intern’s colleagues
* Relevant: having an immediate and apparent usefulness for the institution and department, connected to the organization’s mission
* Project-Focused: with a beginning, middle and end, providing the intern with a level of agency over a certain area of work, and resulting in an outcome.

Interns become knowledgeable about the work within an institution and department while developing professional skills to pursue a career in a related field.

**Intern Position Requests**

Institutions may host more than one intern. Studio Institute prioritizes internships that are geared towards Art, Art History, or Museum Studies students. We allow institutions to place a student in one position in any department (Marketing, Education, Development, etc.). However, subsequent internships should be aimed at the above-mentioned art students or in museum-specific departments (Curatorial, Collections, Exhibitions, etc.).

**Tips for a Successful Internship**

The following questions may help you prepare a successful internship:

* Could any temporary worker step in and do this work, or does it require a specific set of interests and skills?
* Does this internship focus on a clear project (while leaving room for other necessary responsibilities)?
* Will the intern work in collaboration with a supervisor/mentor?
* Is there a sense of progression in which students gain more independence? Do interns have agency and input in their work?
* Does the internship result in a body of work that interns can point to in future job applications?
* Will the intern have a firm understanding of what a certain department does within museums or cultural institutions?

11.14.23/Rev. 1.31.24

**Application Submission**

* **Program Duration:** June 2024 – August 2024 (Dates vary by city.)
* **Application Deadline:** April 1, 2024, 11:59 pm ET.
* **Submission Email:**  [artsintern@studioinstitute.org](mailto:artsintern@studioinstitute.org)
* **Questions**: Contact Sophia Domeville, Program Manager, Arts Intern: [artsintern@studioinstitute.org](mailto:artsintern@studioinstitute.org)

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| Internship Title: |
| Name of Organization: |
| Department (if applicable): |
| Direct Supervisor’s Name & Title: |
| Direct Supervisor’s Signature: |
| Direct Supervisor’s Phone Number: |
| E-Mail: |

***Each institution must submit a copy of the organization’s tax-exempt ruling from the IRS.***

*Please submit your answers for each question within a separate document.*

1. What is the project that the intern will complete this summer during their internship? Please list specific tasks the intern will be assigned to implement this project and describe their responsi-bilities. What are the learning opportunities inherent in the proposed internship?
2. What specific skills will the intern need for this position? Approximately how many hours per week will be required? **(This response will be used to create the position listing on studioinstitute.org.)**
3. Describe your plans for intern orientation, communication, supervision, and support. How will the intern be introduced to the host organization, the specific department, and their new colleagues? Please describe how interns will gain consistent clarity about their work and the ways in which it contributes to the organization’s mission? Describe your plans for supervising the intern as well as the resources available to help support the intern as they acclimate to the role and progress with the project.

**WORK PLAN AND TIMELINE**

Please provide a timeline that outlines the specific project, goals and events required for the internship.

## EARLY INTERNSHIP

At the beginning of the internship, interns are oriented to their sites: educated about their role in their department and engaged in discussions about their assigned project. They should learn about essential protocols, systems, and personnel.

**Week 1**: *Orientation, Introduction Visit, and Project Review*

**Week 2:**

**Week 3:**

## MID-INTERNSHIP As the internship progresses, interns should begin to work more independently, researching and executing tasks focused on their overall project.

**Week 4:** *Project Review and Goals*

**Week 5:**

**Week 6:**

**Week 7:**

**Week 8:**

## LATE INTERNSHIP

In the internship’s final days, interns should finalize their project and share it with their colleagues.

**Week 9:** *Final Project Presentation*