

ArtsBuild Opportunity Fellows Program

In cooperation with ArtsBuild Community Arts Partners

The **ArtsBuild Opportunity Fellows program** is a 12-week, 10 hour/week work experience that places college juniors, seniors, or recent graduates in part-time work opportunities with ArtsBuild's Community Arts Partners, providing valuable, paid arts administration experience in Chattanooga's arts and cultural organizations. The work plan provided by the arts organization should be closely aligned with the student's major. The Community Arts Partner agrees to provide the intern with a progressive educational experience, through direct personal contact hours or through a training program, and to aid the intern in developing a summary report of his/her/their experience.

ArtsBuild is seeking innovators and forward thinkers as participants in the fellowship program who share ArtsBuild's mission of building a stronger community through the arts and possess strong communication skills, a willingness to learn, and like to work with others in a collaborative setting.

Duties include:

A suitable Opportunity Fellowship experience excludes working as an office aide for 3 months. However, the administration of appropriate studio and office procedures is expected during the fellowship such as data reporting, documentation, and the administration of quality assurance programs and procedures. It excludes babysitting for 3 months but may include providing arts education programming to a group of children who are chaperoned by a full-time employee of the host Community Arts Partner whose position includes a childcare element.

Requirements:

- Strong verbal and written communication skills
- Works well in a team or one-on-one and takes direction easily
- Self-starter who works well with a variety of personalities while maintaining a good sense of humor and professionalism
- Experience working in social media, or communication in some capacity is a plus, but not a necessity
- Committed to high-quality work product

Compensation:

Fellows will receive a \$1,500 stipend from ArtsBuild for the duration of the program - 10 hours per week at \$15 an hour. ArtsBuild will also ensure arts-based professional development, networking and community engagement experiences.

To be eligible for internship credit, the following must be fulfilled:

1. Application for Student Internship Credit

Submitted by the employer and intern by the end of regular classes the semester prior to the proposed start of the internship. The employer indicates the general scope of work that the intern will undertake, the duration of the internship and the expectations for the intern performance. The application must be signed by the employer and the intern. The application must be submitted to the Program Manager of ArtsBuild (Amy Lowdermilk - amy@artsbuild.com).

2. Initial Internship Report

The first report shall be written during the first two weeks of the internship. The report must outline the intern's and employer's expectations for work performed and quality of work. The initial report should be approximately one page in length and must be signed by both the intern and the employer. Copies of the initial report should be submitted to the Program Manager of ArtsBuild (Amy Lowdermilk - amy@artsbuild.com).

3. Final Internship Report

The final intern report shall be produced at the end of the experience and shall document the intern's training, activities and accomplishments. It should include examples of the intern's work and documentation. The second report must be reviewed and approved by the intern's supervisor. The final report should be comprehensive in nature and document the internship experience and discuss how the experience related to the intern's formal education. There is no "official" page limit to the report but will likely exceed 3 pages. The final report should be turned in one week prior to the beginning of the upcoming semester even if the intern experience extends beyond this date. Copies of the final report should be submitted to the Program Manager of ArtsBuild (Amy Lowdermilk - amy@artsbuild.com).

4. Employer Report on Internship

The employer must submit a closure report which discusses:

- a) The intern's performance,
- b) the accuracy of the intern's report,
- c) problems that arose during the internship, such as a change in job assignment, relocation, etc., and
- d) an indication, based on this intern's performance, of a willingness to hire another intern.

These reports are not intended to force a rigid, lockstep structure but to ensure that the intern has the opportunity for varied and progressive experience. Examples of suitable internship experiences include the following:

- a) The intern is rotated through three departments so that he or she can see the profession/art discipline from several points of view,
- b) The intern performs a design or a substantial portion of a design, from creation to implementation then documentation, and/or
- c) The intern works with a mid- to upper-level administrator in the procurement and performance of artistic design/performance.