

APPLICATION GUIDELINES

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 utility to 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.

Frequently Asked Questions:

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. However, we do allow all institutions one position in any department, meant for any kind of student (Marketing, Education, Development, etc.). Subsequent internships should be aimed at the above-mentioned art students or in museum-specific departments (Curatorial, Collections, Exhibitions, etc.).

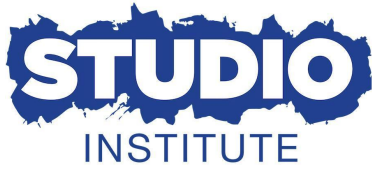
Tips for Successful Internship

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 of course 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?

Application Submission

- **Program Duration:** June 2023 - August 2023
- **Application Deadline:** January 31, 2023, 11:59 pm ET.
- **Submission Email:** artsintern@studioinstitute.org
- **Questions:** Contact Sophia Domeville, Manager, Arts Intern: artsintern@studioinstitute.org



ARTS INTERN
Host Application
Summer 2023 Position Details

Internship Title:	Diving deep into www.arthouseinc.org
Organization's Name:	Art House, Inc.
Department (if applicable):	
Direct Supervisor's Name & Title:	Laila Voss, Executive Director
Direct Supervisor's Signature:	
Direct Supervisor's Phone Number:	216-398-8556
E-Mail:	lvoss@arthouseinc.org

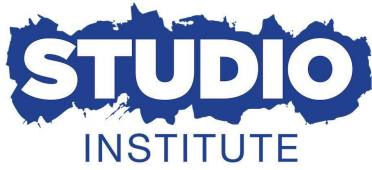
Each institution must submit a copy of the organization's tax-exempt ruling from the IRS.

ARTS INTERN PROGRAM DETAILS

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 in order to implement this project and describe their responsibilities in general. What are the learning opportunities inherent in the proposed internship?

The intern will create a more robust, informational, unified website presence that is user friendly and easy to navigate. S/He/They will develop a gallery of work in progress images, exhibitions, and other events. They will also build/add to the pages about teaching artists, board, and staff. To create a more interactive Gallery, the intern will research and choose photographic/video documentation of Art House's various programs, events, and artwork created by participants and students. In addition, s/he/they will have the opportunity to revitalize the website blog by capturing anecdotal stories from teaching artists, participants, observers, and CAN Journal essays.



ARTS INTERN

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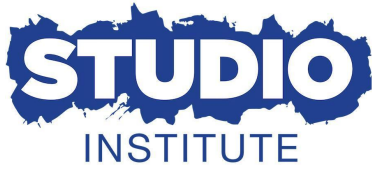
Summer 2023 Position Details

The intern will gain the experience of being an important member of a community centered arts organization. They will be immersed in Art House's history and mission and gain practical knowledge on operations and mission fulfillment. They will meet and build relationships with Art House community members. They will also gain valuable experience in developing the details and format that will further raise the awareness of an organization's mission, goals, and accomplishments. By the end of their tenure, the Intern will have successfully completed a complex project that will be a significant addition to their resumé and portfolio.

Responsibilities Include:

- 1) Communicating regularly with staff regarding ideas, progress, challenges, questions
 - 2) Research:
 - Art House people
 - Programs
 - Details
 - Processes
 - Photo, video, documentation of:
 - Artwork
 - Programs in progress
 - Events
 - Interviews
 -
 - 3) Website Design development and execution:
 - Page format
 - Collecting content: both visual and written
 - Creating and organizing content: both visual and written
 - Editing and composing
 - 4) Observation of/assisting with con-current Art House Studio programs.
 - 5) Assisting with miscellaneous day-to-day tasks that may arise
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 artsintern.org.)***

Creating deeper, robust website content will take 28 hours per week. The Intern must be dependable, flexible and have an independent work ethic. S/he/They should be familiar with website design platforms, art, design history, theory, and current trends. The intern should be comfortable with creative writing that catches audience attention. H/she/They should have strong organizational, written, and interpersonal skills and must absolutely have a positive attitude and



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eagerness to learn. Also helpful is access to a laptop/tablet device and a reliable source of transportation, but we are easily accessible by public transportation.

Intern will need skills in:

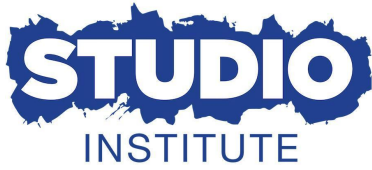
- 2-D Design theory
- Good communications: verbal and writing skills
- Good organizational skills- with projects and people
- Decision-making abilities
- Creating strong visual compositions
- Website design platforms (Art House's site is on WIX)
- At ease with various creative software
- (Pluses include: Familiarity with Social Media/Marketing, photo and video editing)

3. Describe your plans for intern orientation, communication, supervision, and support. How will the intern be introduced to the host foundation, 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 foundation's mission? Please describe your plans for supervising the intern as well as resources available to help support the intern as they acclimate to the role and progress with the project.

Art House is dedicated to cultivating tomorrow's artists and culture leaders by immersing them in a grassroots nonprofit culture that focuses on leveraging resources and personnel to have the greatest possible impact in our community. As a small, but growing, non-profit we (2 FT, 3 PT staff) are very hands-on with our interns as they work directly in our office and studio. The Art House staff will review expectations and responsibilities with the intern and provide guidance and feedback for each aspect of the project. The Art House environment is open, with daily discussions to support the independent work that the intern is undertaking. All staff members will be readily available for questions throughout the internship. Aligned with Art House's mission, we mentor, teach and encourage all students, interns, and artists.

During their time at Art House, interns will:

- Be exposed to the real-life process of project development
- Learn how this particular project heightens the organization's awareness index which brings it further community participation and holds fundraising potential.
- Gain a deep knowledge and understanding of how the organization operates on a day-to-day basis
- Gain an intimate knowledge of the challenges faced by a grassroots non-profit



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WORK PLAN AND TIMELINE

EARLY INTERNSHIP

Week 1: Orientation to Organization and Project

- Introduction to the Art House facility, to the other staff members, Art House policies and procedures
- Discussion of project details and desired outcomes
- Begin research

Week 2: Project Content and Design Possibilities

- Continue research- reach out to & meet with board, artists, staff for photos, and content
- Start content collecting for inclusion (eg: background information, why they joined Art House, personal stories about AH, etc.)
- Explore page structure and design ideas with staff
- Review- (and adjust /redesign as needed) the overall design for website

Week 3: Project Development

- Develop structure for the various pages (content caches): Gallery, Artists, Board, Staff
- Further research and collection
- Begin editing process

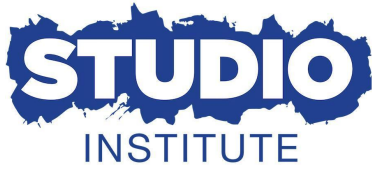
MID-INTERNSHIP

Week 4: Design development

- Discuss how page designs can achieve the overall purpose of the project
- What types of visual content to include
- Research to determine what written content to include in the blog

Week 5: Design Finalization

- Layout of pages



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- Included content: images, video, and text

Week 6: Presentation Creation

- Check-in with all staff: Discuss details, questions, additions, subtractions
- Begin building/revising each page

Week 7: Presentation Creation

- Finalize layout of website pages and navigation
- Visual content flow of work samples, programs in process, events, people, places:
- Final determination of text for blog and pages
 - Introduction
 - Captions
 - Stories/quotes

Week 8: Project wrap up

- Proofread
- Final review, final changes
- Website additions & updates
- Launch

LATE INTERNSHIP

Week 9: Final Project Presentation

- Prepare presentation for Summer Intern Cohort and Art House Staff and Board
 - Project process
 - Journey
 - Results