



Arts Administration Internship Program

The Bee Vradenburg Foundation is committed to furthering career opportunities for emerging arts leaders. To support this commitment, the foundation provides support each summer for a paid internship in arts administration at an arts nonprofit in El Paso County, Colorado.

Bee Vradenburg Foundation expects that the intern experience will be valuable to the supervising organization and to the intern, as they explore arts-focused careers. The foundation commits to providing the majority of payroll for the internship, as detailed below.

Interested applicants, and arts nonprofits interested in hosting a summer intern, are highly advised to call or email Foundation Executive Director, David Siegel with questions.

DURATION AND COMPENSATION

- Internships are typically structured for summer employment; however, timeframe is flexible depending on specific requirements
- Hours are flexible based upon the needs of the supervising arts nonprofit organization but are generally structured as 20 hours per week for 10 weeks at \$12.50/hour. Supervising nonprofits may seek or arrange additional time commitments by the intern at an agreed salary of at least \$12.50/hour.
- Interns will be employed and supervised by the supervising arts nonprofit. The foundation will compensate the nonprofit with a \$2,500 grant to cover intern salaries; payroll taxes and other expenses must be covered by the supervising arts nonprofit.
- Employment is considered to be "at-will," meaning that employees and employers may voluntarily enter into and cease employment agreements at any time.

ELIGIBILITY REQUIREMENT FOR INTERNS

- Applicants must currently be enrolled in a university, college, community college or vocational school.
- Applicants should demonstrate strong leadership potential, the ability to take initiative and work on a team, strong oral and written communication skills, and overall high standards of professionalism and integrity.
- Applicants are encouraged to express an interest in working with a specific nonprofit or in a particular arts field. After an intern is selected for the program, the foundation will coordinate the connection between the intern and the Supervising Arts Nonprofit for employment.

- Applicants must be able to provide their own transportation as deemed necessary by the supervising arts nonprofit.
- Applicants must be able to demonstrate permanent residency in the United States.

ELIGIBILITY REQUIREMENTS FOR SUPERVISING ARTS NONPROFITS

- Supervising arts nonprofits agree to provide a written job description detailing likely job duties. These duties should be primarily administrative in nature, to include but not limited to work such as marketing, fund development, database management, volunteer management, program design and execution, outreach services, etc.
- Supervising arts nonprofits will be provided a \$2,500 grant to cover the intern's salary. Payroll taxes and other expenses will be covered by the nonprofit.
- The supervising arts nonprofit agrees to provide a short final report upon conclusion of the internship.

TO APPLY

Applicants must submit the following items via email to David Siegel, David@beevradenburgfoundation.org, by April 1.

- A cover letter describing your past and current involvement in the arts and future interest in the arts or arts administration at either at a professional or personal level; please also state what type of work interests you most, and if you have a preference of working with a specific organization.
- Resume.
- Maximum two letters of reference.

QUESTIONS

Please contact David Siegel at 719-477-0185 or david@beevradenburgfoundation.org with any questions about the application process.