



*Arts are the soul of a thriving community*

## **Arts Administration Internship**

**Deadline: Mar. 15 | *Open until filled***

Bee Vradsenburg Foundation is committed to furthering career opportunities for emerging arts leaders and advancing equity in the Pikes Peak Region's arts sector. To support this commitment, the Foundation provides support each year for up to two (2) paid internships at arts organizations in El Paso County, Colorado. Individuals and organizations that meet the below criteria are encouraged to apply by March 15, 2026.

**Please note: This is a rolling deadline; don't hesitate to contact the Foundation after March 15 to learn if openings are still available. It is fairly common that internship openings remain available into early summer.**

Bee Vradsenburg Foundation intends the intern experience to benefit the host organization and the intern as they explore careers in the arts. The Foundation commits to providing the majority of compensation for the internship.

Interested applicants and arts organizations interested in hosting an intern are strongly encouraged to email BVF Executive Director Claire Swinford at [claire@beevradsenburgfoundation.org](mailto:claire@beevradsenburgfoundation.org) to learn more.

### **Internship Duration and Compensation**

- Internships are typically structured for summer employment; however, timeframe is flexible depending on intern's and host organization's needs.
- Interns will be employed and supervised by the host organization. The Foundation will compensate the organization with a \$3,032 grant to cover intern salary at minimum wage. Colorado's minimum wage rate is \$15.16 per hour. Payroll taxes and other expenses must be covered by the host organization. Additional compensation is at host organization's discretion.
- Hours are flexible based upon the needs of the host organization but are generally structured as about 20 hours per week for 10 weeks at minimum wage. Depending on intern's skills and experience, host organization may choose to raise the hourly compensation, understanding that the number of hours funded by the Foundation will be commensurately reduced (or that the additional compensation must be funded by the host organization). Host organizations may arrange additional commitments from the intern at a salary of at least minimum wage.
- Employment is considered to be "at-will," meaning that employees and employers may voluntarily enter into and cease employment agreements at any time.

### **Intern Eligibility**

- Applicants must currently be enrolled in a university, college, community college or vocational school.

*See next page*

## Intern Eligibility *continued*

- Applicant must demonstrate leadership potential, the ability to take initiative and the ability to work on a team, strong oral and written communication skills, and commitment to professionalism and integrity.
- Applicant is encouraged to express an interest in working with a specific organization or in a particular arts field. After an applicant is selected for the program, the Foundation will coordinate connection with the host organization for employment.
- Applicant must provide their own transportation as deemed necessary by the host organization.
- Applicant must be able to demonstrate permanent residency in the United States.

## Host Organization Eligibility

- Host organization must be a 501c3 arts-focused nonprofit serving the Pikes Peak Region. If your organization does not meet this requirement but still believes strongly that it can help a young professional advance their career in the arts through an internship, please contact [claire@beevradenburgfoundation.org](mailto:claire@beevradenburgfoundation.org) to discuss.
- Host organization agrees to provide a written job description detailing job duties. These duties should be primarily administrative, to include but not limited to work such as marketing, fund development, database management, volunteer management, program design and execution, outreach services, etc.
- Host organization will be provided a \$3,032 grant to cover intern's salary, paying minimum wage or more commensurate with experience. Colorado's minimum wage rate is \$15.16 per hour. Payroll taxes and other expenses must be covered by the organization.
- Host organization agrees to provide a short final report upon conclusion of the internship.

## To Apply

**By March 15**, organizations interested in hosting an intern must submit a job description (PDF preferred) to [claire@beevradenburgfoundation.org](mailto:claire@beevradenburgfoundation.org) with a brief letter of interest in the body of the email.

**By March 15**, internship applicants must submit the following materials (PDF preferred) to [claire@beevradenburgfoundation.org](mailto:claire@beevradenburgfoundation.org):

- Resume (two pages maximum)
- Letters of reference including referrer's contact information (two letters maximum)
- Cover letter (one page maximum) 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 prefer to work with a specific organization.
- AI use: You are welcome to use generative AI tools in preparing your application; however, it's important to show us your unique voice and experience. We want to get to know you, which means we'll prioritize applicants who effectively use specific examples, stories and personal reflection to describe their interest in the internship opportunity, rather than applicants who can generate a polished but generic cover letter. Questions? Contact us!

**After March 15**, please contact the Foundation to inquire if openings are still available. BVF internships are open until filled, so the Foundation is frequently able to accommodate late applications.