

## :: The Role of Interns at Montalvo Arts Center

By definition, an internship is an apprenticeship or training program for someone whose primary interest is in preparing for a specific career. Internships at Montalvo Arts Center are designed to provide a transition between student and professional life. This characteristic distinguishes interns from other arts center volunteers who provide episodic or on-going support for various programs and departments.

The internship provides a valuable experience for both students and Montalvo staff. Interns accomplish a variety of important tasks while gaining insight and experience toward their future career. The intern supervisor develops management skills, while facilitating specific projects.

Volunteers and interns have continually played a vital and invaluable role at Montalvo Arts Center in the achievement of its mission for more than 50 years. Staff members should be supportive of volunteers and interns, receive them as co-workers, and willingly cultivate them by providing them with appropriate training and personal enrichment. Access to Montalvo's internal activities and information is a privilege. Volunteers and interns are trusted ambassadors for Montalvo, and bear many of the same responsibilities and obligations as staff members.

Volunteers and interns must completely and conscientiously perform the duties of their position. In addition, volunteers and interns must follow all other procedures and provisions outlined in the Montalvo Volunteer Guidebook, distributed to every volunteer and intern when they begin.

## :: Determining Parameters of Internship

Montalvo Arts Center defines an intern as a college student working typically for the summer or an academic quarter/semester at Montalvo in exchange for course credit (usually 8-12 weeks). Their work is project based, and includes both project specific and day-to-day administrative tasks. While clerical duties may be part of a project, the internship should not consist solely of clerical work.

A student volunteer is a high-school or college student that volunteers with Montalvo to gain work experience or provide community service related to their studies.

It is important for both the intern and Montalvo to mutually agree upon the following:

- Starting and ending dates. Eight weeks is the accepted minimum.
- Work schedule. 20-hours per week is typically the accepted minimum for interns receiving course credit. 8-hours per week is typically the minimum for student volunteers.
- A job description that details specific goals and duties for the project.
- A list of objectives describing the intern's duties in specific terms
- Amount of academic credit, if applicable (school criteria required)
- Evaluation criteria and procedures



## **:: Planning for your Internship**

When students contact the Arts Center about an internship, they should have an idea about which department or program they might like to work in. Typically, internships may be arranged in the following departments:

- Marketing & Communications: writing, research, public relations, web development, visual communications
- Visual Arts administration: writing, research, exhibition planning and installation, volunteer training and coordination
- Education program development and administration: writing, research, teaching skills, program planning, ability to interact with young visitors
- Lucas Artists Programs (Artist Residency) administration: writing, research, travel planning, technology support skills
- Public Programs administration: event planning, writing, research, sponsorship coordination, contract management support
- Development: strong communication and organizational skills, grant writing and research, event planning, ability to interact with visitors and donors
- Garden and Grounds: landscape design, project coordination, historic preservation and restoration, ability to lead volunteer work teams
- Visitor Experience: education and training of volunteer teams, historic research and interpretation, customer service, archive management

Upon receipt of application and resume, intern candidate will be referred to the appropriate Program Coordinator. The resume should outline skills and work experience relevant to the desired Arts Center program. Typically, an initial phone interview will be given to determine a possible program match. Following the phone interview, select candidates may be asked to interview in person with the project supervisor.

## **:: Orientation**

Once the internship begins, the staff supervisor will arrange an orientation and tour for the intern in partnership with Volunteer Resources Office. The orientation will include a review of Montalvo policies and procedures, mission, general organization, and general work practices, including time/activity record log. Orientation must take place during the first week of the internship, by scheduled appointment.

## :: Internship Guidelines and Process

*For those interns receiving course credit:*

- I. Interns should work a minimum of 20 hours per week, but not more than 40 hours per week.
- II. Internships should take place in the summer or during a designed academic quarter/semester, usually 8-12 weeks in length.
- III. Students *seeking course credit* should have managers fill out evaluations that are returned to the school. They should also provide Human Resources with proper documentation outlining the course credit that they are receiving for the work that they are doing.
- IV. Interns typically should be pursuing degrees that are similar to the disciplines that they work for. (i.e. a Marketing intern should be seeking a degree in Marketing or Business)
- V. Because Montalvo receives the benefit of having dedicated students interested in furthering the disciplines that we currently offer, we are willing to provide the student a stipend at the end of the internship period (budgets permitting). The stipend for 2008-09 will be \$500 payable at the end of the internship. The student must complete the internship to receive the stipend.

*For those student volunteers not receiving course credit:*

- I. Student volunteers may work flexible hours throughout the year, not just during summer months or academic periods.
- II. Student volunteers do not receive course credit for the work they are doing at Montalvo. Hours verification can be provided for service-learning projects.
- III. Student volunteers typically work less than 20 hours per week.
- IV. Student volunteers are not eligible for a stipend at the end of their service period.
- V. Student volunteers may not work on projects that Montalvo would normally hire someone to do.

*For both interns and student volunteers*, a basic “intern/administrative volunteer” information and emergency form must be completed and on file with Volunteer Resources. All interns and student volunteers are expected to report their hours of service in a timely manner, as appropriate for their assignment. Proof of valid driver’s license and insurance are required if the intern/volunteer will be driving as part of their duties. Clear Motor Vehicle Record may be required for those driving adult artists/guests in their vehicles. Transportation of program participants under the age of 18 is not allowed. A basic background check and fingerprint clearance may be required for interns and volunteers over age 18.

## :: Questions

Contact Montalvo’s Volunteer Resources Office at 408.961.5828 or [volunteer@montalvoarts.org](mailto:volunteer@montalvoarts.org). Please indicate your interest in an internship or student volunteer opportunity.