**Berkeley Arts Connect Community Partner Application**

**Deadline to Apply: Monday, February 23, 2015**

**Intern Interviews: Monday, March 30th - Monday, April 14th (more details TBD)**

**Intern Orientation: on or about Monday, August 24th**

Before submitting an application, please review the **Host Agency Responsibilities and Expectations** below. If you have any questions, please contact Lauren Pearson at **lauren.pearson@berkeley.edu** or Julie Saltzman Kellner at **jsaltzman@auroratheatre.org.**

**Host Agency Responsibilities & Expectations**

* Pay the required $250 participation fee
* Attend an orientation with the interns on **Monday, August 24th**
* Interview interns on the scheduled timeline (**Monday, March 30th - Monday, April 14th (Exact details TBD)**
* Expose interns to fund development or marketing and communications operations in your organization
* Provide sound supervision by an experienced staff member
* Ensure open lines of communication with the intern and staff
* Develop a job description for the intern that outlines duties to be fulfilled
* Finalize a schedule (to be co-created with intern) that outlines time, hours & days per week worked
* Complete all pre, midway, and post program evaluation requests

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## Organization Information

|  |  |
| --- | --- |
| Organization Name: | Internship Location:  Street City State Zip |
| What is your organization’s mission?  Is your office accessible by public transportation?  If yes, by which BART/AC lines? | |
| Supervisor Information Supervisor First Name | Last Name |
| Supervisor Title | Supervisor Email |
| Supervisor Phone | Supervisor Fax |
| Description of supervisor’s job and role in your organization | Is the proposed intern supervisor a full-time staff member? |

## Internship Description

Internship Title

Agency Description: Describe the program(s) the intern would be working with. Include each program’s mission, description of the population served, and all program activities  


Work Schedule: Outline the proposed work schedule for an intern. Indicate whether there are mandatory days when the intern would be needed. NOTE: Interns are able to work approximately 8 hours/week for a total of 120 hours from August 2015 to May 2016, excluding University holidays and breaks.  


Please describe the skills and qualities that an intern working with your program should possess.  


Student Learning: List at least three things that the intern might learn while in this position  


## Intern Duties

In the spaces below, break down the intern’s time to describe the general job categories s/he will be responsible for. Below each category, please use the space to specify the individual duties and activities associated with each responsibility.  The percentage of time spent on each category should add up to 100%.

**Example**:

       *Database Management and Administrative Support (30%)*

Berkeley Rep’s intern would be trained in Tessitura, a database software that is heavily-used in performing arts organizations as well as museums and other cultural organizations, for ticketing and development.

       *Donor and Audience Development Research (40%)*

Intern would be shown how to utilize the tools available (Foundation Center, WealthEngine, etc) to discover background information on donors and prospects. He or she would be trained in identifying useful information, and recognizing what information staff needs.

       *Flexible Marketing Project (30%)*

Based on the intern’s interest, Berkeley Rep’s marketing department would work with him or her to create a customized research project, potentially looking at: improving email gathering techniques, new technology advances, media research, market research, or a topic to be determined. In order to guide this choice, the intern would be introduced to the wider context of arts marketing, and receive an overview of the current communications systems at Berkeley Rep.

### Intern Duty #1

Category          


             % of time  
Description    

### Intern Duty #2

Category         


             % of time  
Description   

### Intern Duty #3

Category        


             % of time  
Description    

### Intern Duty #4

Category        


             % of time  
Description   

We look forward to receiving your proposal. **Please save this file with your organization name and BAC Org Application (i.e. BAC Org Application Aurora Theatre Company) and send it to Julie Saltzman Kellner at jsaltzman@auroratheatre.org.**  Thank you for your interest in hosting a Berkeley Arts Connect intern!