

# California Lawyers for the Arts/Spotlight on the Arts Summer 2011 Internship Site Application

Please return this form via fax or email to (415) 775-1143,  
jill.roisen@calawyersforthearts.org, or post to Spotlight on the Arts  
California Lawyers for the Arts, Fort Mason Center, C-255, San Francisco, CA 94123  
DEADLINE: APRIL 1, 2010

Please print or type.

Type of Organization \_Visual arts\_ performing arts\_ media arts\_ literary arts\_ multi-disciplinary

Organization Name \_\_\_\_\_

Main Contact Person/Title \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Days of Operation \_\_\_\_\_ Hours of Operation \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Have you worked with teen interns before? \_Y \_N If yes, number of years \_\_\_\_\_

Are you able to provide sufficient tasks and supervision for 16-20 hours per week per intern? \_\_\_\_\_

How many interns do you want/can accommodate for 16-20 hours? \_\_\_\_\_

If fewer than 16-20 hours, please approximate how many hours \_\_\_\_\_

Your summer start date for internship (if you have one/approximate date is also fine)

\_\_\_\_\_

If training is necessary, indicate length of training in days or hours, and approximate dates if you know

\_\_\_\_\_

Would a representative from your organization be available to present information about their organization at one of our workshops? \_Yes \_No

Is your organization available as a tour for a Spotlight field trip? \_Yes \_No

What day(s) of the week are preferred to hold our weekly workshops (when interns will not be at

your site.) M\_Tues\_Wed\_Thursday\_Friday\_Saturdays\_Sunday\_No Preference

Internship Positions: When describing the position, please consider a balance of administrative as well as hands-on arts experience. Example: a former intern said that the combination of learning computer data entry and installation of painting and sculpture as “a great job!” Please note: We seek an intern: supervisor ratio of no greater than 3:1 for most organizations. Use additional pages if necessary.

Title of intern position(s) \_\_\_\_\_

Number of positions available \_\_\_\_\_

Name of site supervisor \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

\*Name of Back-up Supervisor \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

Job Descriptions:

---

---

---

---

Skills Desired:

---

---

Comments/Suggestions/Questions

---

---

Title of intern position(s) \_\_\_\_\_

Number of positions available \_\_\_\_\_

Name of site supervisor \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

\*Name of Back-up Supervisor \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

Job Descriptions:

---

---

---

---

Skills Desired:

---

---

Comments/Suggestions/Questions

---