



**California Lawyers for the Arts & Spotlight on the Arts
Internship Site Application**

Please return this form via email or post to: jill.roisen@calawyersforthearts.org,
California Lawyers for the Arts, Fort Mason Center, 2 Marina Boulevard, San Francisco, CA 94123

DEADLINE: March 15, 2019

Type of Organization: Visual Arts Performing Arts Media Arts Literary Arts Multi-Disciplinary

Organization/Company 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, in what context and for how long?

Are you able to provide sufficient tasks and supervision for 16 hours per week per intern? _____

How many interns do you want/can accommodate for 16 hours/week? _____

If fewer than 16 hours, please approximate how many hours: _____

Your preference for summer internship start date (approximate date is fine.) Interns will be available to begin on **Monday, June 26 through Thursday, August 9** We will have our final workshop and celebration on Friday August 10. Please save the date!

Schedule Preference (except Friday afternoons when we hold youth workshops):

Would a representative from your organization/company be available to present information about their organization at one of our workshops? Yes No

Is your organization/company available as a tour for a Spotlight field trip? Yes No

Internship Position(s):

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

1. Title of intern position(s) _____

Number of positions available _____

Name of site supervisor (If different from primary contact) _____

Phone number office: _____ cell: _____

Email: _____

*Name of Back-up Supervisor _____

Phone number _____

Email _____

Intern Job Description:

Skills Desired: _____

2. Title of intern position(s) _____

Number of positions available _____

Name of site supervisor (If different from primary contact) _____

Phone number office: _____ cell: _____

Email: _____

*Name of Back-up Supervisor _____

Phone number _____

Email _____

Intern Job Description:

Skills Desired: _____