

**ARTS & BUSINESS COUNCIL OF NEW YORK
DIVERSITY IN ARTS LEADERSHIP INTERNSHIP PROGRAM
PROJECT DESCRIPTION INSTRUCTIONS**

Please describe in detail the project that you propose for a summer intern. The project should be challenging and substantive and not only clerical in nature. With guidance from his/her supervisor, the intern should be given responsibility for completion of the project within the ten-week internship period.

Outline the proposed project as follows:

A) Project Expectations

Summarize tangible goals and objectives of the intern project. List goals for the organization/project as well as goals for the intern in terms of his/her learning experience.

B) Project Description

Describe the intern's responsibilities and scope of work.

C) Project Supervision

Include current resume or a brief bio of the person who will directly supervise the intern. Previous and current supervisory experience of paid staff, interns, or volunteers should be indicated.

D) Project Staffing

List the name, title, and department of any additional staff members and/or outside partners/consultants with whom the intern will work on his/her project.

E) Organization Schedule

Provide a general description of your organization's planned activities during the ten weeks of the internship (June 5 - August 10). Please describe any other outside activities (i.e., conferences, meetings, special events, and workshops) that may provide the intern with additional exposure to the operation of a nonprofit arts organization.

F) Intern Payment/Work Schedule

Provide a proposed payment schedule and full-time work schedule. Each intern will receive a stipend of \$3,200 for the ten-week program. ABC/NY will provide each host arts organization with \$1,950 toward its intern's stipend; the host is responsible for the remaining \$1,250. Your organization can choose to pay out the \$3,200 stipend through company payroll, or as a separate stipend payment. This schedule will be included in materials given to the student during the selection phase.

If your organization is selected to host an intern and any modifications are subsequently made to the project description, primary supervisor, payment or work schedule, or any other information outlined in this application, please provide ABC/NY with written documentation as soon as possible.