

MONTALVO ARTS CENTER INTERNSHIP OPPORTUNITIES

About Montalvo Arts Center

For over 80 years, Montalvo Arts Center has served the community as a center for creativity, offering art courses, performing arts events, gallery exhibitions, educational opportunities, artist residencies and more. Montalvo and its arts programs serve nearly 200,000 visitors each year. New programming, exciting up-and-coming artists and more make Montalvo the only arts organization of its stature between San Francisco and Los Angeles, serving Silicon Valley and the extended San Francisco Bay Area as a center for creativity.

The Role of Interns at Montalvo Arts Center

Internships at Montalvo Arts Center are designed to provide a transition between student and professional life. Interns play a vital role in the planning and organization of Montalvo's Art, Education and Administrative Programs which includes visual, performance, literary, and culinary events and classes, the daily operations of the Lucas Artists Residency Program and artistic programming related to the residency, finance, administration and operations, gardening and grounds care, fundraising and event planning, private and corporate events, and marketing/public relations and customer service initiatives. The internship will be project based, and include both project specific and day-to-day administrative tasks. While clerical and administrative duties may be a part of a project, the internship will not consist solely of clerical work.

Available Internships

Note: *Not all internships are available each semester. Inquire before applying.*

:: Arts Programs Internship: Possible Projects

- Assist in the documentation, development, and execution of upcoming exhibitions in the Project Space Gallery and Sculpture on the Grounds.
- Assist in the marketing of Montalvo's arts programming - working to promote and advertise various events and opportunities, potentially serving as a liaison between the Arts Programs Department and the Marketing Department
- Transcribe and compile artist interviews for future use in promotional or project reporting materials.
- Assist in the coordination of various gardening projects that include elements of landscape architecture.
- All arts programs interns may be expected to help with the operation of the Project Space Gallery by hosting the gallery at least once a week for a period of 2-4 hours, and educating/training volunteer hosts about the exhibition as requested. During these times the intern will be able to enjoy the Project Space exhibit and interact with Montalvo visitors.

Continued on reverse

:: Education Internship: Possible Projects

- Assist in planning and preparation for camps and classes; including coordination and staffing
- Lead and assist with the marketing and promotions of the education department through the website, social media; update written and graphic components of website; organize and edit database of graphic images.
- Assist with compiling lesson plans from the teaching artists, arts integration school residencies and professional development workshops.
- Assist in the development, coordination, and follow-up for the annual Arts Splash: Open House - a family event engaging groups of students in artistic collaborations and presentations (Spring)
- Assist in the development, coordination, and follow-up for the annual Arts In Your Classroom - a teacher conference with professional development workshops. (Spring)

Additional Internship Opportunities:

Performing Arts: Work with staff to research and market music programs in our theatres. Gain production and operations experience.

Human Resources/Volunteers: Gain valuable business management skills and help coordinate our important human relations programs with both paid and volunteer staff. Help develop recruitment strategies, volunteer program training, education and recognition programs.

Finance Administration: Gain valuable business management skills and help manage financial operations, including accounts payable/receivable, annual audit, and budgeting process.

Special Events: Work with our development team to help plan and coordinate small to mid-sized donor relations and fundraising events that support the mission of the arts center. Support the planning and coordination of major fundraisers, including the popular annual Food & Wine Classic, and the Fall Gala.

Development Research: Support Montalvo's fundraising efforts and gain experience with non-profit development practices and software. Research donor prospects, help maintain database, and more. Also support special events (above).

Library & Archives: Work with our historic library and archives to update, maintain, catalogue our archives and historic library, and research future projects.

Marketing & Public Relations: Work with our marketing and communications team to plan and promote public relations initiatives, develop social media opportunities, and other promotion campaigns. Transcribe artist interviews, assist with community outreach and more.

Gardens & Grounds Care: Work with our experienced garden team of staff and volunteers to help further develop and maintain Montalvo's extensive and historic gardens. Cultivate seedlings, maintain the organic kitchen garden, and more.

Parameters of an Internship:

The Arts Programs intern will be a college student (either undergraduate, graduate or recent graduate) working for an academic quarter/semester or longer. The internship will be unpaid, but can be taken for course credit if that is a possibility with the intern's school program.

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 are typically the accepted minimum for interns receiving course credit. 8-hours per week are typically the minimum for experiential internships/volunteers.
- A job description that details the specific goals and duties for the project
- A list of objectives describing the intern's duties in specific terms (this will be created on project-by-project and as-needed basis)
- Evaluation criteria and procedures

General Qualifications:

- Interested in learning about arts administration; Passionate about organizing and promoting creative endeavors, as well as encouraging the community to engage with various arts programs
- Energetic, hard-working, and mature. Must be extremely organized, skilled at time-management, and able to take initiative
- Ability to research and work independently
- Critical thinking skills, ability to synthesize information, and capable of making both qualitative and quantitative evaluations and decisions are integral; Strong writing abilities
- Comfortable interacting with people of all ages
- Able to work in both Mac and Windows platforms and comfortable with Microsoft Office programs
- *All interns must have a valid driver's license and be able to provide own transportation. A basic background check and fingerprint screen are required.*

To Apply:

If you are interested in joining a long tradition of education programming, please complete an internship application at www.montalvoarts.org/volunteer/opportunities and send a brief personal statement with an outline of your career goals, which program area you would like to focus on during an internship and why you are interested in interning at Montalvo, along with current resume or CV to Human Resources at hr@montalvoarts.org or mail to P.O. Box 158, Saratoga, CA 95071.

Applications for internships are accepted on an ongoing basis. Suggested submission timeline is August 15 for Fall; January 15 for Spring; and April 15 for Summer.



Intern/Administration Volunteer Information

Please print all information clearly. Photocopies are acceptable.
Interns: Please attach your resume and a letter of recommendation from someone who knows you academically or professionally.



Personal Information

Dr. Mr. Miss Ms. Mrs. Last Name: _____ First Name: _____

Nickname (if Any): _____ Date of Birth (MM/DD)____/____/____ (Year required for applicants under age 18 only)

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email: _____ CDL#: _____ Expires (MM/YY)____/____

Education, Interests and Skills

Name of School (of Employer): _____

Field of Study: _____ Graduation Date _____

Desired Commitment- Start Date: _____ End Date: _____ Hours per Week: _____

Describe your area of interest: _____

What do you hope to gain from an internship? _____

Describe your specific skills and experience relevant to work at an arts center: _____

Do you read or speak any other languages? _____

Do you have any special needs or require accommodation? No Yes- Please describe: _____

References: Please list 2 professional or academic references, including name, title, phone and email.



I, the undersigned, agree that the information submitted in this form is true and correct to the best of my knowledge. I have received and agree to read the basic internship guidelines. I understand that before I may volunteer, I must complete all requirements designated for any given volunteer assignment. I also understand that volunteer service with Montalvo Arts Center is a mutual partnership. Either Montalvo or I may decide to end the partnership at any time.

****Volunteers/interns who will be driving personal or Montalvo vehicles should include Driver's License information above , and provide a copy of current insurance. Volunteers under 18 years of age: parent or legal guardian must sign as well.**

Signature of Volunteer: _____ Date: _____

Parent/Guardian Signature: _____ Print Name: _____ Date: _____