



New Jersey State Council for the Arts Internship Application Form
Co-sponsored by the NJSCA/Department of State and Rutgers University Business and the Arts Program

The objectives of the program are:

- i) to provide practical experience to undergraduate and graduate students, as well as other applicants who intend to pursue careers in arts-related professions
- ii) to provide opportunities to promising arts administrators with policy and operations experience through working in an NJSCA program or office
- iii) to provide New Jersey arts organizations with a major source of future arts administrators

Interns are brought to the Council offices in Trenton for both part-time and full-time periods of service, and are assigned to a specific office or division throughout the term of the internship. During this period, interns will have the opportunity to gain an overview of State arts support by meeting with NJSCA coordinators and by attending meetings of panels and the NJSCA. They will work a total of 35 days, 9:00-5:00, based at the NJSCA offices, 225 West State St., Trenton, for stipend of \$2100 + benefits for a Master's level student; undergraduate stipends are arranged according to experience levels.

Interns may be assigned to various Council divisions including: Administration (which prepares and monitors the NJSCA budgets, conducts statistical analysis and prepares reports required of federal funds); Information Services (which coordinates the distribution of information to the arts constituency and the public about NJSCA programs and services, develops and implements marketing strategies, co-produces a television arts magazine program, and coordinates all Council publications) and; Executive Offices (which direct and oversee all operations of the agency and coordinates the meetings of the Council).

Interns will learn about the NJSCA by spending two-thirds of their time working as members of the professional staff, assisting in daily operations or with special projects. Possible assignments include challenging duties within the above listed offices or Council programs. The balance of the intern's time may be spent in attendance of various meetings, conferences, seminars or site visits across the state which pertains to NJSCA programs. NJSCA programs include:

- Grants Administration (State/County, Arts Education, Arts and Healthcare, Projects Serving Artists, Artist and Community, Building Arts Participation, Folk Arts and special project initiatives)
- Arts in Education (Writers in the Schools, Poetry Out Loud and Artists in Education School Residence programs)
- Marketing/Communications
- Visual Arts (Arts Inclusion, Visual Artists Registry, Fellowship and Arts Annual Exhibition series)

For further information, contact:

Pat Kettinger, Business & the Arts, Rutgers Business School, 111 Washington Street., Newark, NJ 07102 (973) 3535961; or Tom Moran, NJSCA, 225 West State Street, PO Box 306, Trenton, NJ 08625 (609) 292-6130.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: (WORK) _____

(HOME) _____

E-MAIL: _____

Days Available: _____

Hours Available: _____

Education (college, graduate level; major or concentration)

Special Skills (non-academic/arts training; computer programs; photography, grant writing, etc.)

Expectations from an internship with NJSCA

(Describe briefly what you hope to achieve from this internship given the description provided)

Long-term Career Goals

Areas of specialty within the arts

Experience in the areas of art/arts management/internships

Please provide a writing sample (press release, artist's statement, arts related article of no more than 300 words)