



Be a College Mentor!

BLOOMBERG 2020 ARTS INTERNSHIP

This internship is a very good way to have experience in the arts industry and grow as a person. The professional development sessions helped put us a step ahead by having us complete our college essays. All the field trips were fun and educational. The most satisfying part was the final event. You get to show everyone what you learned and how you grew. —BAI 2019 intern

In 2012, Bloomberg Philanthropies created the Bloomberg Arts Internship program in New York City as a pipeline for public school students to college and careers. It is a rigorous program with three major elements: a six-week paid placement in an arts and cultural organization; visits to arts and cultural organizations and conversations with artist leaders and entrepreneurs; and professional development coupled with college preparation. This program's success led the foundation to expand its reach, first to students in Philadelphia, and then in Baltimore City. For its fourth year, Young Audiences is thrilled to be able to offer this opportunity to Baltimore City School students as well as Baltimore's arts and cultural institutions. For more info and our 2017 video, go to <http://www.yamd.org/bloomberg-arts-internship/>

About the Internship

The Bloomberg Arts Internship offers paid summer internships to rising seniors from Baltimore City Public High Schools. The program is designed to challenge and inspire students and build strong career skills while providing:

- meaningful work experience and special projects in arts administration through a placement at an arts/cultural institution;
- behind-the-scenes tours and presentations at arts organizations;
- the chance to see/hear/talk about works of art in various arts disciplines, including visual art, music, theatre, dance, design, film/video, technology; and
- guidance and support with college applications.

College Mentors

College Mentors play a key role in supporting interns throughout the program. The College Mentors are present on both Professional Development days (Thursdays and Fridays). Under the guidance of the College Preparation Consultant, they work closely with the interns to support them with their college search and exploring the Common Application. In addition, College Mentors provide the one-to-one support in making sure their interns are completing work, responding to feedback, and building their portfolios. When not leading the facilitation of workshops, they are supporting these workshops and working closely with students in a variety of capacities.

Scope of Work

- Participate in a full day orientation/training session on June 13th from 10:00 to 4:00 to become familiar with the program, your role, your responsibilities, and the Bloomberg Toolkit. We will share best practices in mentoring and provide time to develop workshops and get feedback from peers.
- Participate in Orientation—June 29, 30, July 1, 2. (9:00-5:00 daily)
- Support weekly college prep workshops (led by the College Prep Consultant) on Thursdays.

- Travel with an assigned group to Friday field trips and help facilitate discussion and written reflections at the end of the trips.
- Support students with the college search, making sure that they have a list of schools and a report about one school.
- Set up google folders for each student in order to monitor work, provide feedback, and communicate with staff if there are missing assignments.
- Support students throughout the day on Thursdays and Fridays, even when not facilitating/leading. This includes facilitating small group check-ins on Thursdays, checking in with students during any works sessions, monitoring their Portfolio Checklists, counseling around intern behavior, and more.
- Support students in building and organizing their portfolios (see requirements below).
- Check student timesheets each week for accuracy and site supervisor signatures.
- Support all staff in preparation for the final presentation day.
- Act as a positive, engaged role model to students, demonstrating professionalism while also building strong relationships and participating in workshops alongside them.
- Report any missing assignments on a weekly basis to Kristina and the intern so that he/she knows what to make up on a regular basis.
- Debrief with the full staff on Thursdays from 5:00 to 5:30.
- Provide feedback to Young Audiences at the end of the program.

The Lead College Mentor will also be responsible for interviewing potential mentors, supporting the Training/Orientation of fellow mentors, checking in with the team, supporting them in meeting the job responsibilities, and providing guidance about best practices in mentoring.

Please Note:

- Each college mentor will be paired with 9 interns.
- Interviews for selected applicants will take place on March 10th from 5:30 to 7:00 at Young Audiences. Please hold the date/time.

Request for Qualifications

- Recent college graduate
- Availability for all the dates of the program
- Mentoring experience
- Capacity to anticipate and resolve issues
- Proactive
- Detail oriented
- Strong communication skills
- Demonstrated professionalism based on references provided
- Excellent judgment when working with high school students

Student Portfolio Contents

- Timesheets
- List of targeted, safety, and reach schools
- Presentation of one researched school/template of research collected from peers
- Resume
- College Essay
- Bio/cover letter
- Networking Map
- Self-Assessment Rubric
- Poetry/Writing Prompt: *Where I am from*
- Blog Posts (at least 6)
- Daily headlines (at least 18)

Hours

- Training: June 13th 10:00-4:00
- Orientation: June 29, 30, July 1, 2 (9:00-5:00)
- Program: July 6-August 14 (Thursdays 9:00-5:30 and Fridays 9:00-3:00) **Trip to Philadelphia on Friday, July 24th 9:00-8:00.

FYI: Some students will continue at their worksites for five days a week from August 17-21.

Pay: \$1920 stipend/\$2200 for the Lead College Mentor

Got questions?

Contact Kristina Berdan, Bloomberg Program Director
 Kristina@yamd.org OR 410-837-7577

Ready to Apply?

Do so here:
<https://tinyurl.com/BAcollegementor2020>
DUE FEBRUARY 20th!

