

Apply now for 2018 Spring and Summer Internships!

DEVOS INSTITUTE
OF ARTS MANAGEMENT
AT THE UNIVERSITY OF MARYLAND

Michael M. Kaiser Chairman
Brett Egan President

Internship Opportunities

Hands-on Experience for Aspiring Arts Management Professionals

Program Dates:

Winter/Spring 2018:

Program Dates: January — April/May 2018
Priority Deadline: December 15
Closing Deadline: January 24

Summer 2018:

Program Dates: May/June — August 2018
Priority Deadline: April 21
Closing Deadline: May 5

Applications are accepted on a rolling basis until all positions are filled.

Internships are typically 12 to 14 weeks in length, tailored to each candidate's academic calendar.

"Interning with the DeVos Institute was the opportunity of a lifetime. The Internship took me places that I would never even have dreamed I would have been able to go to. At DeVos, you are surrounded with talent, by both your superiors and your peers, yet you are treated as an equal and allowed to grow. And the growth is immeasurable; in a single summer I gained so much hands-on work experience that will carry me far into my career. The DeVos Institute was instrumental to my personal and professional growth, to Intern here is truly a privilege."

Dana Rodriguez
Junior, Finance
University of Maryland, College Park

Interning with the DeVos Institute

As a leading provider of arts management training worldwide, the DeVos Institute and its leadership offer valuable, hands-on experience for current students and recent graduates in a dynamic, entrepreneurial environment. DeVos Institute Interns gain an expansive understanding of the arts and cultural industry by supporting the Institute's domestic and international training programs and consulting engagements for over 800 arts organizations around the globe. Interns have the opportunity to gain practical skills in many areas including event management, research, evaluation, reporting, and business communications. Interns have the opportunity to pursue one of two available tracks in program management.

Internships are full-time (40 hours per week) or part-time (15-30 hours per week) unpaid opportunities that are intended to complement a student's academic program of study, during or shortly following an undergraduate or graduate program.

Applicants must be currently enrolled sophomores, juniors, or seniors in undergraduate programs, Master's candidates, or have completed a degree within the past two years. Internships may be completed for academic credit through the Intern's current college or university.

The DeVos Institute offices are located at 1300 Pennsylvania Ave. NW, Washington, D.C. 20004 and are metro accessible at the Metro Center, Federal Triangle, and Archives stations. A transportation subsidy will be provided at a rate of \$6/day.

How to Apply:

Please send a cover letter and resume to internships@devosinstitute.net. Please include the dates you are available and the number of hours per week you are applying for in your cover letter. Following the application deadlines, applications will be accepted on a rolling basis until positions are filled.

To apply, please send a brief cover letter and resume to internships@devosinstitute.net.

Internship Positions

Program Management, Fellowships

The DeVos Institute's competitive fellowship program provides intensive training for executive-level arts managers from around the world for four weeks each summer for three consecutive years. Fellowship Interns work closely with Institute staff to plan and execute events, seminars, and site visits in Washington, D.C. and select east coast cities. Fellowship Interns gain hands-on experience in program & event management, travel management, and program evaluation. These positions are ideal for individuals with prior logistical or event management experience and a genuine interest in arts management practices around the world.

"My Internship at DeVos Institute of Arts Management provided me with priceless, valuable lessons that I otherwise would not have learned in the classroom. Interns are treated as the members of the team and given tasks that matter, allowing you to get real "hands-on" experience. Thank you very much for a wonderful and priceless semester!"

Adriel Tjokrosaputro
Global Masters in Management Candidate '17
London Business School & Fudan University (Shanghai, China)

"My Internship with the DeVos Institute afforded me the opportunity to learn the ins and outs of growing expert engagement programs for an international community of cultural leaders. The Internship was robust in that there were clear metrics to define success and ample opportunities for professional advancement. In my current professional role, I have put the process improvement, networking, and monitoring and evaluation skills I picked up working with my supervisor in Washington to good use. The DeVos Institute community has been as a valuable resource throughout my professional journey in Beijing, San Francisco, and across the globe."

Jeremie Gluckman-Picard
Program Manager, Singularity University
Moffett Field, California

Program Management, Capacity Building Programs

The DeVos Institute's capacity building programs provide training and support for executive, artistic, and board leadership in arts communities' worldwide. The two-year programs provide tailored assistance to a cohort of 10 - 60 organizations through seminars, online master classes, and one-on-one consultations. Program Management Interns gain valuable experience in event planning, travel management, vendor coordination, and evaluation, both through in person and online activities. These positions are ideal for individuals interested in education, event management, and/or hospitality and tourism.

In addition to the positions above, some DeVos Institute Interns have the opportunity to provide support for the Institute's consulting services, supporting the DeVos Institute's engagements with both domestic and international arts organizations through research and data analysis. Consulting projects differ per client and include a wide array of practical research such as financial analysis, industry research, affinity marketing, and prospecting research.

"The DeVos Institute Summer Internship with the Fellowship program was one of the most valuable experiences of my master's program. It helped shape the way I thought about arts management and gave me an analytical framework to structure my studies moving forward. The Internship allowed me to challenge myself within a supportive environment and learn concrete skills that were immediately applicable both in my academic studies and professional projects. Those lucky enough to have the opportunity to work with the Institute will be exposed to the highest level of professionalism, innovative and proven arts management strategies, and the invaluable opportunity to meet leading arts practitioners. The connections and relationships developed over the summer were an integral part in shaping my career trajectory."

Benjamin Sandberg
Master of Public Administration (MPA) Candidate '17
Cornell Institute for Public Affairs, Cornell University
Ithaca, New York

About the DeVos Institute of Arts Management

The DeVos Institute provides training, consultation, and implementation support for arts managers and their boards.

It operates on the premise that while much is spent to train artists, too little is spent to support the managers and boards who keep those artists at work.

At the same time, rapid changes in technology, demographics, government policy, and the economy have complicated the job of the manager and volunteer trustees. These challenges continue to accelerate.

Organizations that have mastered these trends are flourishing—even leveraging them to their advantage.

For those which have not, however, the sense that “something’s not quite right” can seem unshakable. For too many, these changes have led to less art, decreased visibility, diminished relevance—even financial collapse.

These challenges inform the Institute’s approach. Never has the need to balance best practices and new approaches been so urgent.

Institute leadership and consultants—all arts managers themselves—understand that, in today’s environment, there is no time or resource to waste. Therefore, Institute services are lean, direct, and practical.

Since its founding in 2001, the Institute has served over 1,000 institutions from over 80 countries. While environments, objectives, and disciplines vary, each of these clients share the desire to create, market, and sustain exemplary cultural programs.

As such, the Institute has designed its services to assist a wide range of institutions, from traditional performing and presenting organizations, museums and galleries, arts schools and libraries, to botanical gardens, glass-making studios, public art trusts, and non-profit cinemas, to name a few.

It offers support to individuals, organizations, and—in collaboration with foundations and governments—to communities of organizations throughout the world.

The DeVos Institute transferred its activities and offices from the John F. Kennedy Center for the Performing Arts to the University of Maryland in September 2014. The move enables the Institute to expand its global training and consulting programs, enhance its fellowships for North American and international arts managers within the context of a major educational institution, and create a Master’s program that leverages both University and Institute resources.

**For more information about the DeVos Institute,
please visit www.devosinstitute.umd.edu.**
