

Apply now for Summer 2018 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:

Summer 2018:

Program Dates: May/June—August 2018

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

Full-time and part-time opportunities available.

"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 a valuable resource throughout my professional journey in Beijing, San Francisco, and across the globe."

Jeremie Gluckman-Picard
Program Manager
Singularity University (California)

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.

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

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 Avenue NW, Washington, D.C. 20004 and 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 the DeVos Institute at 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. Applications will be accepted on a rolling basis until positions are filled.

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Internship Positions

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.

"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
London Business School & Fudan University (Shanghai, China)

"My Internship with the DeVos Institute was instrumental in my professional development. As an Intern, I received training and insight into the field of arts management that continues to be invaluable as I build my career. I would highly recommend the program to any aspiring arts administrator who is looking for an incredible organization with countless opportunities to build useful skills and knowledge."

Mary Katherine Clark
Assistant Manager, Corporate and Foundation Relations
John F. Kennedy Center for the Performing Arts (Washington, D.C.)

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.

In addition, 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 Internship provided me an opportunity to gain the hands-on experience that I needed. The Institute was a very warm, supportive environment that made me feel that my growth and education were sincerely cared for. The supervisors were all keen on what I wanted to learn from the Internship and gave me the experience that I needed. With the support, care, and guidance from top-notch experts in the field of arts administration, I was able to grow enough to feel confident that I will succeed in my first step as an arts administrator in the near future."

Andy Shin
Recent Graduate, Music Education & Psychology
University of Maryland, College Park (Maryland)