

ART STUDENTS LEAGUE OF DENVER

200 Grant Street | Denver, CO | 80203

Request for Qualifications Diversity in Arts Internship Program Administrator--CONTRACTOR October 2021

The Art Students League of Denver (ASLD) is a nonprofit community arts organization located in central Denver and serving the greater metro area. On behalf of the broader arts and cultural community in the Denver metro area, ASLD operates an internship program, the goal of which is to create paid internships for college students representing diverse backgrounds in Denver's arts and culture organizations.

We are currently seeking a program administrator to operate the program for the 2021-2022 year. The program administrator will function under a contract with ASLD for the duration of the pilot program which is November 2021 - August 2022.

Goals and Objectives of the Diversity in Arts Internship Program:

In early 2016, a collection of leaders in Denver's arts and cultural organizations came together to form the Arts & Culture DEI Task Force. Committed to improving diversity, equity, and inclusion (DEI) within our community's cultural organizations, the Task Force facilitated discussions on active steps to take toward this goal. One such step was the creation of an internship program as a way to help create a pipeline of diverse arts and culture professionals that is representative of the Denver metro community while also increasing the cultural competency and organizational capacity of participating arts and culture nonprofits.

Launched in the fall of 2018, DITA's pilot 10 week program was a definitive success. Our intern cohort of 10 brought innovation, fresh perspectives, and a drive to grow as leaders to each of their host sites. Participating host sites varied in size from 3 to 45 FTEs and ranged from art galleries to cultural institutions. Since then, the program has completed two additional rounds of interns, successfully engaging with interns and host sites even during the pandemic summers of 2020 and 2021.

The program is designed to cultivate a cohort of diverse arts and culture professionals representative of the Denver metro community while increasing the cultural competency and organizational capacity of arts and culture nonprofits committed to diversity, inclusion and equity.

The internship program will offer a paid internship to up to ten individuals and includes:

- extensive learning opportunities for the interns
- professional development for interns to interact with organizational and community leaders

Role of Administrator:

The person identified to lead this work will be skilled at working with traditionally underrepresented communities, including but not limited to people of color, people with disabilities, LGBTQIA+ individuals and other marginalized populations. They will have a deep understanding of why individuals from underrepresented populations in nonprofit arts organizations is key to achieving equity and essential for the overall health of our sector. The administrator will work closely with the Advisory Committee (comprising leaders in the Denver community and past alumni) on the implementation and evaluation of the pilot program. They will share ideas about the growth of the program and participate in strategic planning efforts to ensure the program continues into the future.

Primary Responsibilities:

- Ability to develop and manage a project
- Develop and maintain project timeline and master calendar
 - General Timeline:
 - Release Host applications (October-Nov)
 - select Host sites (Nov-Dec)
 - release intern applications (Jan-Feb)
 - Select Interns (March-April)
 - Match interns with hosts (late April)
 - onboarding (late May)
 - Internship Runs 10 weeks (June 7-August 12, 2020)

Overview of Tasks for Internship Program:

- Manage recruitment efforts and selection process for host organizations and interns (including design application, assemble selection committee, establish criteria, etc.)
- Orient interns and host organizations to the goals of the program
- Establish, encourage and maintain dialogue between interns and their host organizations before, during and at the conclusion of the internship (including a schedule of periodic meeting with the intern and host organizations)
- Propose professional development and/or networking opportunity for intern(s) at least once during the internship.
- Facilitate exit interviews between interns and supervisors to capture additional qualitative data.
- Conduct formal evaluations of both the intern and host organization's experience.

Tasks for Community Building

- Maintain intern database for future engagement and opportunities.
- Develop, design and utilize tools to ensure the best possible experience for all parties involved.
- Produce and maintain newsletter, website and other communications as needed
- Facilitate intern presentation to Funders, if requested

- Work in close collaboration with Advisory Committee, including strategic planning and visioning
- Consider a process for shared learning experiences between interns and host sites.

Contractor Expertise:

- Excellent communication skills
- Ability to build rapport with multicultural and diverse stakeholder groups
- Strong relationship-building skills
- Detail oriented
- Strong organizational and interpersonal skills
- Open mindedness and ability to adapt as needed
- Proficiency in Word, Excel and Google Workspace
 - Desirable: Access to personal computer and software

Contract Duration:

- The contract will run November 1, 2021- August 30, 2022 Work requirements will vary during the contract period.

Contract Budget:

- \$25/hour, not to exceed an average of 55 hours per month over the length of the contract. Please note--we anticipate some months will be less than 55 hours and some will be significantly more, approaching 40 hours/week.
- Selected contractor must complete and submit a W-9 for ASLD.

Response Submission:

Submit a resume and a written response to the following four questions via email to Rachel Basye at r.basye@asld.org with the subject line: "Diversity in Arts Internship", no later than October 15, 2021

- Why are you interested in this contract?
- How have you demonstrated a personal commitment to DEI in your personal life or career?
- Describe how you encourage leadership in others?
- What would you bring to the program that we don't have currently?