

## ARTS MANAGEMENT INTERNSHIP REQUIREMENTS & GUIDELINES

### **Initiating an Arts Management Internship**

- Before declaring readiness for an internship, Arts Management minor students must have completed:
  - Arts Management Minor Information Session
  - Declare Arts Management Minor
  - Meet with Arts Management Supervisor, Diahndra Grill to discuss program requirements
  - Complete the UNM core requirement in fine arts
  - Complete studio arts course
    - Non--art majors -- a studio course in any arts discipline
    - Arts majors -- a studio course outside of the student's fine arts major
  - Complete all four of the Arts Management Minor core courses (12 credits) prior to arranging an internship
- All internships must be pre--arranged prior to the start of the semester they will enroll in FA 495 Arts Management internship
  - Complete Arts Management Internship application on the Department of Cinematic Arts website under classes.
    - Submit applications by email to: [dgrill@unm.edu](mailto:dgrill@unm.edu)
    - Subject line of email should read:  
Arts Management Internship Application\_Your Name
- Deadlines to submit applications for Arts Management internships (at least 10 weeks before the start of an internship):
  - November 1 for Spring Semester
  - May 15 for Summer Session
  - June 1 for Fall Semester
- Directly after submitting the application, students are required to make an appointment with the program's supervisor to determine that the prerequisites have been met
  - The Arts Management Minor progress sheet with a current transcript for all meetings with the Arts Management Supervisor, Regina Chavez Puccetti.

### **Planning for a Successful Internship**

- Students are required to make an appointment with Diahndra Grill ([dgrill@unm.edu](mailto:dgrill@unm.edu)), Internship Coordinator, to discuss the type of internship best suited for their career interest and the possible arts organizations able to host their internship.
- The student has the option to suggest an arts organization as a host site for their internship. Generally the student suggesting a host organization already has a relationship with the organization itself or a project/ program the organization runs.
- If the student doesn't have a specific arts organization where they would like to intern they can request assistance from Arts Management Supervisor Ramsey

Lofton, to facilitate a host site that complements the student's career development interests.

### **Registering for FA \*495 Art Management Internship**

- FA \*495 is a restricted course which requires departmental permission for registration.
- Regina Chavez Puccetti and Diahndra Grill must review and ensure all requirements for an internship has been completed before any student is allowed to register for FA\*495:
  - Arts Management Minor Information Session
  - Declare Arts Management Minor
  - Meet with Arts Management Supervisor, Regina Chavez Puccetti to discuss program requirements
  - Complete the UNM core requirement in fine arts
  - Complete studio arts course
    - Non--art majors -- a studio course in any arts discipline
    - Arts majors -- a studio course outside of the student's fine arts major
  - Complete all four of the Arts Management Minor core courses (12 credits) prior to arranging an internship
  - Submit Arts Management Internship application at least 10 weeks before the start of an internship
  - Commit to the terms of the internship in accordance with agreement with the Arts Management Program and the hosting arts organization
- Once the student's requirements have been approved, registration for FA \*495 Arts Management Internship:
  - Contact the Department of Cinematic Arts Chair, James Stone, to lift the FA \*495 Arts Management Internship registration restriction
    - Email your form to: [artsmgmt@unm.edu](mailto:artsmgmt@unm.edu)
      - Subject line of email should read:  
FA495 Registration\_Your Name
      - Body of email should include:
        - Your Name
        - UNM ID#
        - Semester requested
        - Course CRN

### **Expectations of Students to Complete Internships**

- Students are expected to provide 10--12 hours a week of consistent and professional work performance under the direct supervision of a mentor from the host organization and under indirect supervision of the Arts Management Internship Coordinator
- To fulfill the requirements for an Arts Management internship, students must complete 150 hours of on--site work for the arts organization concurrent to enrollment in FA \*495 Arts Management internship

- FA \*495 Arts Management internship is a three credit course, which includes experiential learning with the host arts organization.
  - Discuss other requirements with the Internship Coordinator, Diahndra Grill
- The internship hours portion of the course is graded by the mentor in an evaluation process based on the agreed upon job description and the training class is graded by the Arts Management Supervisor.

### **Graduation Requirements**

- It is strongly recommended that all students request a degree audit from the UNM registrar's office at least a year prior to graduation.
- The semester before graduation, Arts Management Minors will submit a completed and approved Arts Management Minor Progress Sheet and official transcript to Regina Chavez Puccetti.