



Arts Internship Program

SAMPLE APPLICATION

Apply [here](#) once you have reviewed the questions in this document.

The application will close on Monday, February 9, 2026, at 5:00 PM, with no grace period.

ABOUT

Milwaukee Recreation's award-winning Arts Internship Program is a paid summer internship program that provides high school students with practical job experience in arts-related positions. Interns explore the arts in an in-depth and applicable way while also gaining 21st-century job skills. For many students, these internships serve as their first paid job experience. Internships range from 40 to 400 hours between May and August and start at a minimum of \$12.50 per hour.

Organizations are responsible for interviewing and hiring interns, setting intern schedules, and providing oversight and management of selected interns. In turn, Milwaukee Recreation provides funding for intern wages and benefits, transportation (in the form of unlimited M-Cards for the duration of the internship), as well as job-related training and career exploration.



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Organization Eligibility

Please select all that apply to your organization:

- We are a past participant of the Arts Internship Program
- We currently receive funding via the Partnership for the Arts and Humanities
- We do not currently receive funding via the Partnership for the Arts and Humanities, but we have received funding from the Partnership for the Arts and Humanities in the past
- None of the above statements apply to my organization

Program Guidelines

Whether this is your organization's first time applying or you have participated in the program in the past, please carefully review the [2026 Arts Internship Program Guidelines](#) before starting your application as some aspects of the program may have changed. Key changes for 2026 are outlined on page 2.

To proceed, select the box below to confirm that:

1. You have reviewed the above guidelines.
2. You will communicate any necessary information to the appropriate individuals within your organization.

By submitting your application, your organization agrees to implement and adhere to the program guidelines if selected to participate.

- I have read the 2026 Arts Internship Program Guidelines and will communicate any program changes to the appropriate individuals.



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Basic Information

Contact Information:

Please note: Notifications, inquiries regarding your contract, reimbursement payments, and other updates will be sent to the contact person listed below. Later in the proposal form, you will be asked to provide details about the individual responsible for supervising intern(s).

Organization

Contact Name

Contact Position

Contact Phone

Contact Email

Is this your organization's first year applying to host Arts Interns?

Yes

No



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INTERNSHIP DETAILS & DESCRIPTIONS [25 Points]

TOTAL number of internship positions available with your organization:

Titles of internship positions and number available of each:

	Title of Position	Number of Interns
1	<input type="text"/>	<input type="text" value="--"/>
2	<input type="text"/>	<input type="text" value="--"/>
3	<input type="text"/>	<input type="text" value="--"/>
4	<input type="text"/>	<input type="text" value="--"/>
5	<input type="text"/>	<input type="text" value="--"/>
6	<input type="text"/>	<input type="text" value="--"/>
7	<input type="text"/>	<input type="text" value="--"/>
8	<input type="text"/>	<input type="text" value="--"/>
9	<input type="text"/>	<input type="text" value="--"/>
10	<input type="text"/>	<input type="text" value="--"/>



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Position Descriptions:

Notes:

1: Examples of internship "type" include arts administration, arts education, arts entrepreneurship, and art-making/performance.

2: Each internship should be a minimum of 40 total hours. Please add 20 hours to the total number of hours for each internship for Milwaukee Recreation-led trainings, events, and time to complete the reflection assignment.

3: The "Schedule" should outline the number of hours per day, days per week, and total number of weeks.

4: The "Full Position Description" should provide a comprehensive overview of the internship, including:

- The program or project the intern(s) will support or work on
- The duties and responsibilities of the position
- What the intern(s) can expect to learn or gain from the experience
- The amount of time dedicated to arts-related activities or tasks

5: The "Brief Position Description" will be used for advertising and recruitment. This should be concise, and limited to 3-5 sentences. If it exceeds this length, you will be asked to revise and shorten it.

For reference, the 2025 internship position descriptions can be found [here](#).

Intern Position Title: 1

Internship Type

Start/End Dates

Total Number of Hours

Schedule

Full Position Description (including job duties, responsibilities, outcomes, and amount of time spent on arts-related activities or tasks):

Brief Position Description

Is this a new position?

- Yes
 No

Is this position open to students 15 years of age (and older)?

- Yes
 No



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INTERN RECRUITMENT & SUPERVISION [12 Points]

Please describe your detailed plan for recruiting and retaining students for your internship position(s).

Be specific about the methods you will use to recruit candidates, as well as the strategies you will implement to retain interns throughout their experience.

Person responsible for hiring, supervising and signing off on all timesheets and assessments for your intern(s):

Supervisor Name

Supervisor Position

Supervisor Phone

Supervisor Email

Please describe the supervisor's experience with managing high school interns and their overall background in youth development, including number of years of experience.



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If applying to host more than five interns (i.e. 6 to 10 interns), please provide information for the second supervisor:

Supervisor #2 Name

Supervisor #2 Position

Supervisor #2 Phone

Supervisor #2 Email

Please describe the supervisor's experience with managing high school interns and their overall background in youth development, including number of years of experience.

If you are applying to host more than five interns, please describe your organization's experience in hiring and managing more than five high school interns.

Include the strategies you have used to effectively manage and support them.



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TRAINING & MENTORSHIP [12 Points]

What training or professional development opportunities will your intern(s) receive during their internship?

Be specific about any job training related to their specific internship duties. Exclude any MPS-provided trainings or workshops.

What structure will you put in place to regularly check in with your intern(s) throughout their internship, and how will you provide mentorship and guidance during the process?



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OUTCOMES [25 Points]

How will you ensure that your intern(s) achieve the following objectives?

Please provide detailed strategies, specific activities, and examples of how you will address each of these objectives. Be as concrete as possible in describing the steps you will take to support your intern(s) in achieving these outcomes.

Interns will become more prepared for future work experience.

Interns will become more confident in applying for jobs, internships, etc.

Interns will learn new skills in the focus area of their internship.

Interns will have a deeper understanding of the work that goes into completing a work of art or implementing a program.

Interns will build a network of mentors that will support them in achieving their future goals.



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BUDGET [6 Points]

When entering totals in your budget, please round to the nearest dollar (do not include cents).

WAGES: Total number of intern hours

WAGES: Total number of intern hours x \$12.50 =

\$0.00

FRINGES - FICA: total wages

FRINGES - FICA: total wages x 7.65% =

\$0.00

FRINGES - UNEMPLOYMENT TAX: total wages =

FRINGES - UNEMPLOYMENT TAX: total wages x 2.15% =

\$0.00

FRINGES - WORKERS COMP: total wages =

FRINGES - WORKERS COMP: total wages x 2% =

\$0.00

TRANSPORTATION: Number of interns (3.5 month unlimited WisGo Card) =

TRANSPORTATION: Number of interns x \$250 (3.5 month unlimited WisGo Card) =

\$0.00

OVERHEAD: (wages + fringes + transportation) x 15% =

\$0.00