



THE BELLARMINE INTERNSHIP GUARANTEE:

Arts Administration

Bellarmine cares deeply about what happens after you graduate. We made the Internship Guarantee to help ensure your success now and in the future. Here are some ways to gain experience in your field:

Explore your career interests

- Register for BU199 Career Pathways Exploration, a 1-credit, 7-week course offered fall and spring to discover areas of interest in your major.
- Add a BU250 Community-based Learning Practicum, a 1-credit, 30 hour work experience with a nonprofit organization connected to a complimentary course

Prepare for your internship experience

- Register for BU299 Internship Preparation and Success, a 1-credit, 7-week course designed to help you succeed in your internship search. BU299 is a prerequisite to receive the summer internship scholarship. *Take advantage of ARTA444 internship course for just \$400!*

Earn credit towards your degree

- Take ARTA444, a 3-credit hour internship course and gain a minimum of 90 hours of relevant work experience in your field.
- *Want to gain more experience?* Complete a second internship at home or abroad or consider a co-op and earn 6-credit hours for 180 hours of work with your internship partner.

**Experience matters!
Nearly 70% of
internships lead to
full-time job offers!**

Connecting Students to Career

Some Employment Areas in

Arts Administration:

1. Arts Education
2. Communications
3. Development
4. Fundraising, Marketing and Publicity
5. Commercial Art and Art Sales
6. Museum and Gallery Administration
7. Music Venue Operations
8. Theatre Company Administration
9. Community Outreach
10. Event Planning and Management

Top Companies that Hire Bellarmine Talent:

1. Carnegie Center for Art & History
 2. Fund for the Arts
 3. Kentucky Center for the Performing Arts
 4. Kentucky Opera
 5. Kentucky Shakespeare
 6. Louisville Ballet
 7. Maker13
 8. Muhammad Ali Center
 9. Portland Museum
 10. The Speed Art Museum
- ... *plus many more!*

PLAN AHEAD!

- **Reflect** on your goals for an internship. How will this experience contribute toward your personal, educational and professional goals?
- **Discuss** your internship plans with your faculty advisor to determine the best semester to take your ARTA444 internship course.
- **Meet** with the Career Development Center to explore internship opportunities and prep your application materials.
- **Review** internships posted on Handshake, visit employer websites, or attend a Career Center Event to meet with employers actively hiring in your field of study.
- **Apply** early. Depending on an employer's hiring timelines, internships can take up to three months to finalize.
- **Complete** your Internship Application & Proposal in Handshake once you've secured your experience. *See the Career Center or your faculty sponsor for details.*

COMPLETE YOUR APPLICATION & PROPOSAL IN HANDSHAKE:

Your application & proposal will provide important details to your faculty about your experience. Writing learning outcomes is the most important part of the application, so take your time and be thorough in your response. Identify 3-5 learning outcomes, then provide examples as to how each learning outcome selected relate directly to the responsibilities included in the job description of your internship. Arts Administration department learning outcomes include:

- Demonstrate knowledge of the operation and management of arts organizations.
- Demonstrate entrepreneurial thinking & the ability to develop & implement strategic planning in pursuit of the mission of an arts organization.
- Demonstrate the ability to recognize how cultural context shapes the legal, ethical, & financial realities that face art institutions & how these institutions are impacted by matters of public policy.
- Demonstrate the ability to express their ideas clearly & professionally in written and oral communication.

For example: *I will demonstrate proficiency in writing about the arts by writing gallery press releases and editing exhibition catalogs. I will demonstrate knowledge of business practices in the arts by working with the development team to plan, promote and execute fundraisers.*