

2025 Arts Administration Internship Rubric

Description:

The Arts Administration Internship program at The Englert aims to provide exposure to non-profit arts administration for youth between the ages of 19 and 23 interested in the industry. The 10-week program will take place on Tuesday and Thursday mornings during the summer from 9 to noon (two 90-minute sessions). Successful program participants will receive a \$550 stipend to support their work, culminating in a final project that analyzes one topic covered during the program.

Approximately 5 program applicants will be selected to participate based on various criteria, emphasizing diverse applicants. Prior professional industry experience is not required, and individuals from marginalized or under-represented backgrounds are highly encouraged to apply.

About the Englert:

The Englert Theatre is a performing arts organization based in Iowa City, Iowa. Housed in a historic theater (est. 1912) in the heart of downtown, The Englert serves as a key community activator. Our values and programmatic practices center various voices and perspectives, honor historic preservation, and demand ongoing self-analysis and evolution toward a more inclusive community.

To Apply:

Please send a statement of interest. This can be a video, essay, letter of interest—you name it. We encourage you to think creatively about how you apply. There is no right or wrong answer. Instead, we want to hear why you feel the internship is a good fit, what background you bring, and how we can help you grow.

While resumes are also accepted, they are not required. Optionally, you are also welcome to list 1-3 references that can speak to your character and work ethic. Please reach out to your listed references before submitting this form to let them know that we may contact them in regards to your application.

Application Criteria:

Relevant Interest & Participation (20 points total – each worth 10 points)

- Expressed interest in the administration of art-related fields or practice, including details in statements of interest.
- Evidence of creativity and innovation in previous projects.

Passion for the Arts (30 points total – each worth 15 points)

- The application clearly expresses a passion for the performing arts.
- Involvement in local community arts initiatives or projects.

Diversity and Inclusion (30 points total – each worth 15 points)

- Personal experiences or initiatives that contribute to diversity.
- Involvement in activities promoting inclusivity within their community.

Communication Skills (10 points total – each worth 5 points)

- Clarity in communication through the application.
- Ability to articulate thoughts during the interview process.

References (10 points)

- Strong references that speak to the candidate's character and work ethic.

Scoring:

- 90–100 points: Exceptional candidate, strong fit for the internship program.
- 70–89 points: Solid candidate, meets most criteria effectively.
- 50–69 points: Considerable potential, areas of improvement identified.
- Below 50 points: Limited fit for the internship program.

Notes:

Are you excited about this opportunity but don't think you meet all of the requirements? Studies have shown that members of marginalized communities are less likely to apply for opportunities unless they meet every listed qualification. At The Englert, we want to build a diverse, inclusive, and authentic workplace, so if you're excited about this opportunity but your experience doesn't align with every qualification in the description, we encourage you to apply anyway. You may be just the right fit.

The Englert Theatre is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training, and other personnel actions involving persons in all job titles. They shall occur without regard to race, color, religion, sex, age, national origin, disability, genetic information, military status, sexual orientation, creed, sexual orientation, gender identity, or any other characteristic protected by law.