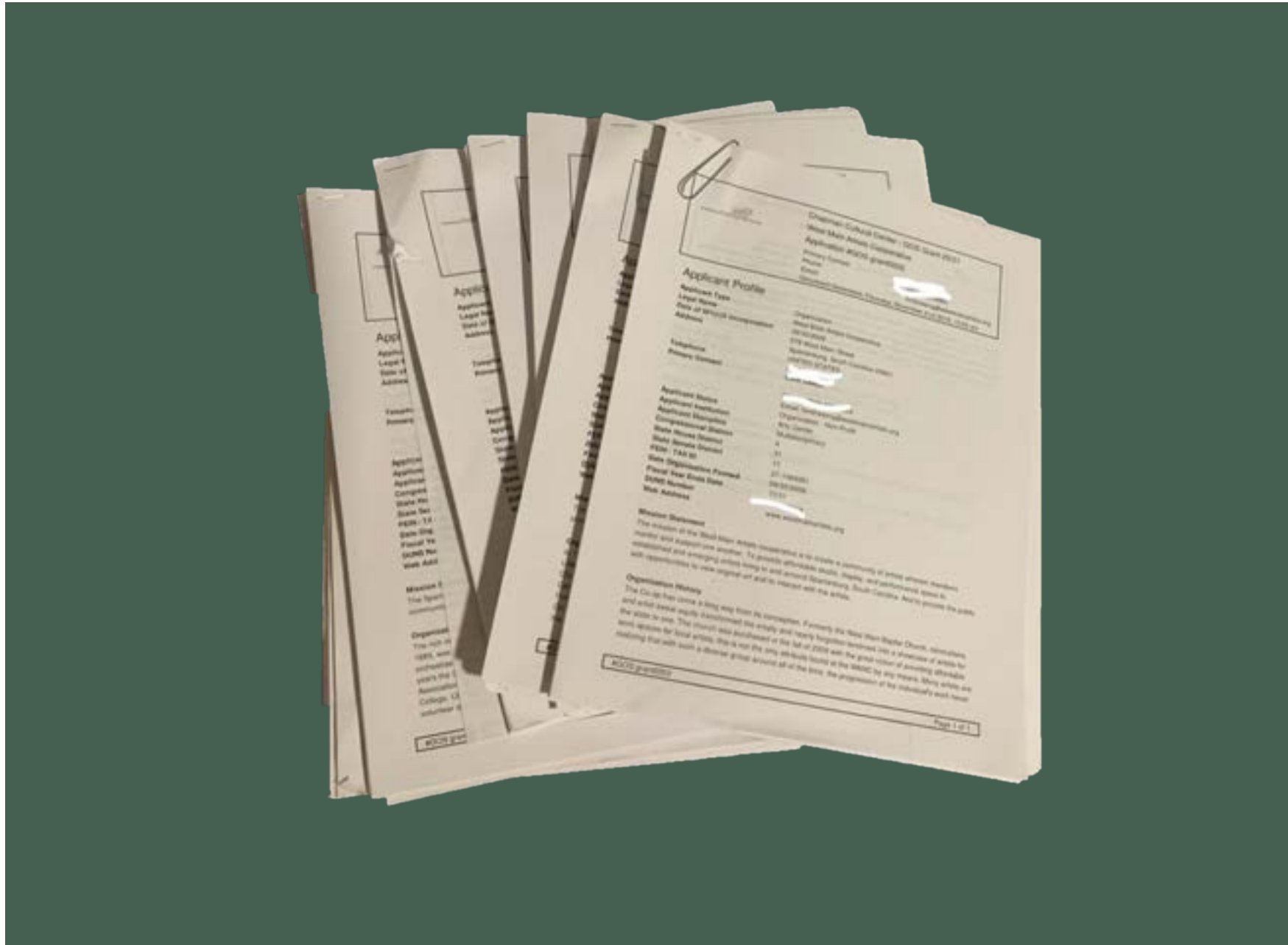




MY INTERNSHIP AT



ATA 465: Professional Internship in Arts Administration



General Operating Support Grant Applications

- I was given these applications to read over on my first day.
- By having access to the applications, I was able to further understand the grant-giving process as well as how the spreadsheet was narrowed down.

Main Task

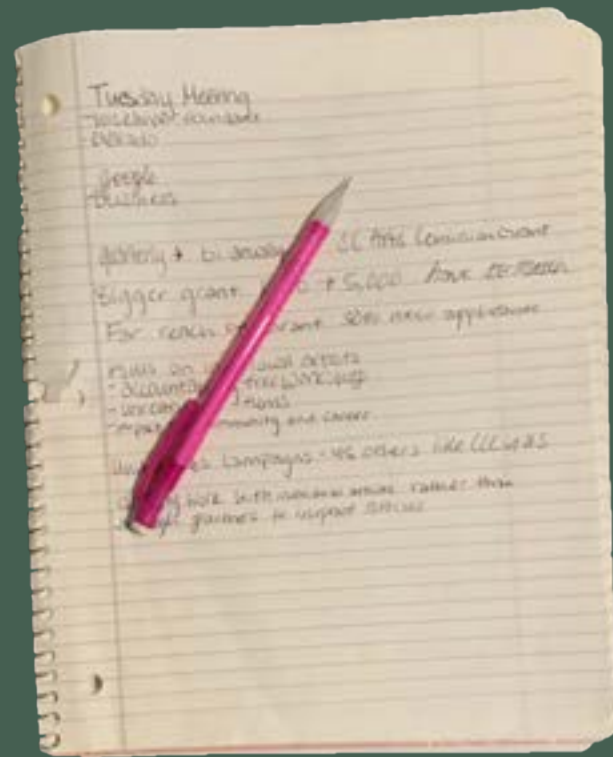
- My main focus while interning was creating 3 spreadsheets for the fiscal years 17/18, 18/19, and 19/20.
- The main purpose of the spreadsheets will be for use by the entire organization for reference in offering opportunities to the organizations who apply.

Organization Name	Contact	Adult	Senior	Children	Total attendance	# Volunteers	Total # of Collaborations <small>*indicates that only districts were counted if individual schools were not listed</small>
-------------------	---------	-------	--------	----------	------------------	--------------	---

Organization Name	Contact	Adult	Senior	Children	Total attendance	# Volunteers	Total # of Collaborations *indicates that only districts were counted if individual schools were not listed
Historical Assoc.	[Redacted]	[Redacted]					

Further Explanation of Spreadsheets

- I had access to the GoSmart system which housed all their information.
- I focused mainly on formatting and creating quantitative categories from the application questions.



Weekly Outreach Department Meeting

- In these meetings we discussed anything the department needed to work on either long term or short term.
- This included application deadlines and interacting with local artists.



- I was most excited to see the artwork for this exhibit that will probably be on show starting in September.
- As a strong pillar of the community, it was important that the Chapman Cultural Center continues to make sure community members voices are heard.

Final Thoughts

- Interning at the Chapman Cultural Center allowed me to understand what working at an arts organizations was like.
- I understand the importance of the grant application process and the knowledge it can give to the grantee and giver.
- I was reminded of the importance of teamwork with your peers allows for better decision-making.
- I witnessed how an effective organizational structure allowed for a balance at the organization.