

ATA 465: Professional Internship in Arts Administration

Weekly Timesheet

Date	In-Person	Online	Total Hours
5/31/20-6/6/20	6/5/20: 11am-3pm	4 hours	8
6/7/20-6/13/20	6/12/20: 11am- 3pm	7 hours	11
6/14/20-6/20/20	No in person	10 hours	10
6/21/20-6/27/20	6/26/20: 11am-4:30 pm	7 hours	13.5
6/28/20-7/4/20	No in person	14 hours	14
7/5/20-7/11/20	7/7/20: 11am-4:30pm	10 hours	15.5
7/12/20-7/18/20	No in person	12 hours	12
7/19/20-7/25/20	10:30am-1:00pm	14 hours	16.5
7/26/20-8/1/20	1:00pm-5:00pm	11 hours	15
8/2/20-8/8/20	11:00am-2:15pm	10 hours	13.5
8/9/20-8/10/20	11:00am-		

Dates	Weekly Journal
5/31/20-6/6/20	<p>On my first day, I met my internship supervisor Melissa Earley and she introduced me to the people in her department. Her department is the Community Impact and Outreach Department, which consists of Melissa, Jennifer Barksdale, and Cathy White. Melissa introduced me to the rest of the staff at the Chapman Cultural Center after meeting her department. She took me on a tour of the grounds of the Chapman Cultural Center where she explained the dynamic between the partners of the CCC that reside at the center. Two areas that were interesting were the HUB-BUB Artists in Residence area and the art that was to be auctioned by the Artist's Guild. Then, we sat down and we discussed how the CCC planned to support Black artists in the future and how to highlight the Black Lives Matter movement. We talked about planning an exhibit at the beginning of August featuring Black artists on CCC's social media, particularly Instagram.</p>
6/7/20-6/13/20	<p>This week I was able to join in on the weekly outreach department meeting. We discussed how one of the CCC's services is providing artists for events, basically acting as a manager for the artists, to help them get events scheduled to showcase their work. The department has received a lot of last minute requests from artists to be featured. We discussed creating a menu of the CCC's services. Something interesting that I had not considered was how we charge nonprofit vs for profit organizations for their services or how we consider them in the grant giving process. They explained to me the grant committee which is nine people who are not directly involved with the CCC. Melissa gave me paper versions of previous grant applicants to look over for the next time we met.</p>
6/14/20-6/20/20	<p>Melissa and I had discussed one of the larger projects I will be facilitating. Although we did not meet in person this week, Melissa sent a detailed email on how to continue with my major project for the duration of my internship. The project consists of taking the previous years grant reports and combining them to create a more effective means of facilitating grant giving by both the CCC and other community grants. I am completing this for three different fiscal years, including the 2017/18, the 2018/19, and the 2019/20 cycle. This week I worked mainly on reorganizing and formatting the reports, in order to be prepared to meet Melissa next week.</p>
6/21/20-6/27/20	<p>I joined Jenn and Melissa for the weekly outreach meeting. We discussed how different systems could be used for housing grant applicant information, taking into special consideration how much funding is possible from the South Carolina Art Commission. We also discussed the Black Artists Matter initiative and what artists we will be working with. Then, Melissa and I worked collaboratively on questions I had about the reports and how we can make the application process easier for future reports.</p>
6/28/20-7/4/20	<p>This week I finished the 2017/18 cycle grant reports and will discuss any necessary changes on Tuesday with Melissa. I also focused on the</p>

	<p>organization of the 2018/19 cycle report and began reading the grant applications of the Spartanburg Ballet and the Artist's Guild. By giving me the grant applications along with the reports, I am able to see the importance of formatting these reports in a way that can later be accessed to benefit the applicant.</p>
<p>7/5/20-7/11/20</p>	<p>This week Melissa and I discussed applicable changes to the 17/18 cycle grant reports. Some of these changes revolved around how to include the number of community collaborations an organization had, specifically with schools. Some orgs. only listed what districts and not the specific schools in the district they worked with, making it hard to numerically input who they collaborated with. These conversations help to decide how future questions will be created within applications, so they can be better formatted. During our weekly meeting Jenn shared some ideas for new programs we could use to store our information more effectively and how it could also be more user friendly for grant applicants.</p>
<p>7/12/20-7/18/20</p>	<p>Working at home this week meant I focused most of my time on the spreadsheets for cycles 17/18 and 18/19 while I wait for feedback on the (mostly) completed 16/17 cycle spreadsheet. This meant inputting 990 information for each organization into the chart as well as deleting some of the fluff from responses. I also read over the grant applications for the Spartanburg Philharmonic and the Science Center this week. Reading these applications are one of my favorite parts of this experience because I am able to see how these organizations are making a positive impact on my community.</p>
<p>7/19/20-7/25/20</p>	<p>This week I visited the Mayfair Art Studios with Melissa and Jenn. They gave me a tour of the studio space downstairs where ceramics classes are being held as well as an artist practicing with glass melting in the kiln. They showed me many of the private studio spaces upstairs including a space where an artist was working with a loom and a photography space. It was really interesting to see a space so versatile and ready for different mediums of art. We went over some final approved number of applicants for the Black Artists of Spartanburg Exhibit and discussed when the best time for display would be. At home I worked on making sure all 179 emails to universities were up to date for the publicization of their new writer/artist project. I also finished putting in the 18/19 990 information and attendance numbers. I also finished adding the amount of collaborations in the community that organizations had in 17/18.</p>
<p>7/26/20-8/1/20</p>	<p>In person we discussed a few newly added categories in the 18/19 spreadsheet that were an update from the previous years applications. I mostly used our time together in the office to go through any questions I had for the (mostly) completed 17/18 cycle. We also discussed Melissa's duties as the Director of Community Outreach when it comes to application deadlines, such as helping artists with applying that are less technologically inclined as well as any questions people ask her. At home I read the applications of three other nonprofits in Spartanburg as well as preparing questions on the collaboration section of the spreadsheet.</p>

8/2/20-8/8/20	<p>This week I was in the artists in residence space where I helped the artists whose works were chosen for the Black Artists of Spartanburg Exhibition sign in. The sign in process included letting us know of any damage to the art before we hang it as well as the title of the piece. I placed their artwork in the space so we will have it available for hanging. Although these are simple things to be aware of, it is not something someone really considers when seeing the final exhibition. At home I worked on the final touches (and final questions) for the three spreadsheets; this process included the things that take me longer, such as numbering the collaborations and sponsorships of an organization.</p>
8/10/20	