

## Setting up a paid internship with Arts Emergency

Thank you for offering our young people a paid internship with you! These experiences are incredibly important for young people to explore the industries they love, without financial barriers getting in the way.

Internships have become an essential and unstated requirement for young people taking their first steps in their career. In the creative and cultural industries in particular, the culture of **unpaid** internships creates a significant barrier to young people from low income families pursuing a career in their chosen field. Young people who are from underrepresented and working class backgrounds lack the social connections to secure an internship, which often depend on 'who you know'. Especially in the arts, internships have been seen as a way of securing cheap and flexible labour, rather than a genuine learning opportunity. Thank you for taking the steps to change that.

We will work with you to find the right young person for your team, and to make sure they get the most out of the experience. Here are some questions to ask yourself when you are setting up the internship. Once you have gone through these bullet points, please send us an overview of what you would like to offer.

### Things to think about when setting up an internship

#### Code of conduct

Arts Emergency will ask that you agree to our [code of conduct](#) and **share your own positive action statement** outlining that you treat your staff with respect, care and dignity.

#### Pay

Paid internships ensure that it's not just those who are able to subsidise their wages who can access high quality work (i.e. those with family assistance). We recommend paying your interns the industry rate or at least the Living Wage. You can learn more about the Living Wage [here](#).

#### Contextual applications

- A CV and cover letter isn't always the best method for an application, especially if a young person has taken a less traditional route into work. Think about contextual applications and what that might look like - this allows you to see their achievements in context. For example, do you want to ask them to respond to an art piece, write or record a short biography, write a review, show you a portfolio of work?

- Provide the candidates with a clear job description from the start so they know what to expect.
- Have a reasonable expectation of their previous experience - an internship should itself be a source of experience!

## **Length of the internship**

- We recommend internships are for no more than six months and no less than one month.
- Be clear about the length of the internship and put it into a contract. When internships are extended on a rolling basis, it makes it harder for interns to support themselves financially.
- Offer flexible hours and part time working for young people who may have other commitments.

## **Training and development**

What training and development would an intern need to grow and learn in their role? Who on your team might be able to support this? Do you have an additional budget for formal training? We recommended providing high quality training opportunities so the intern can nurture their skills during the placement.

## **Management and pastoral care**

- Provide the intern with a supervisor or manager who can be their support during the placement, and who the intern can communicate any concerns to.
- We recommend scheduling weekly 1-2-1s with your intern to track their progress.
- You might also want to get them to fill in a wellness plan. These are a great way of understanding your employee's personal preferences and needs in a working environment, in terms of mental health, wellbeing and work related stress. The charity, MIND, has an easy-to-follow template [here](#).
- Ideally they should have a manager and if your organisation is big enough, someone who can act as a buddy who sits in a different department.

## **When the internship ends**

- Even if there are no progression routes within your company, providing career support can help your intern put their work experiences into context and help them with future job applications. We recommend using [SMART goals](#).
- At the end of the placement, set up an exit interview where the young person can offer feedback on their experiences.
- Offer the young person a personalised reference at the end of the placement

## Example: Internship with Shakespeare & Co

In 2018, we worked with Shakespeare & Co to offer a four-week paid internship to one Arts Emergency Young Talent. Based at a bookshop in Paris, accommodation was provided and the young person had a stipend of €400 for food and travel. The internship involved working in the bookshop and producing an event with spoken word performer and poet Kae Tempest. For the application, Shakespeare & Co asked our young people to write a short personal biography of no more than a page of A4 and had an interview with each shortlisted candidate. The candidates who weren't selected received personal and constructive feedback over the phone. You can read more about Charlotte's experience as an intern [here](#).



## Helpful Reading

- Arts Emergency resource on [offering paid opportunities](#)
- Arts Emergency resource on [how to write a good job description](#)
- The Jerwood Arts [toolkit](#) for employers
- The Sutton Trust resources on inclusive [access to the workplace](#)
- The Panic! [Report](#)
- Culture Reset [resources](#)