

Manual for Future Interns



**Manual for Future High School and
College Interns**

Manual for Future Interns

1. Welcome!

My name is Danica, and I was a college intern for Art Sphere Inc. for one semester. I was drawn to Art Sphere because of their focus on youth participation in educational and community-building activities, such as mural painting, “clothesline art shows, gallery exhibits, neighborhood arts festivals and art exchanges with other cultures.” I was eager to more fully understand the ways in which the organization promotes empowerment to disadvantaged youth through art.

This manual seeks to provide interns with the background information that they might require to successfully work with Art Sphere Inc. in furthering both their own goals as well as Art Sphere Inc.’s.

Manual for Future Interns

TABLE OF CONTENTS

1. Welcome.....	2
2. Art Sphere Inc.'s Mission.....	3
2.1 Past Projects.....	3
3. Get Involved.....	5
3.1 Volunteering.....	5
3.2 Interning.....	5
3.2.1 My Experience.....	6
4. Intern Responsibilities.....	8
4.1 Office Work.....	8
4.1.1 Research.....	8
4.2 Assistant Teaching.....	9
4.3 Events.....	10
5. Tips.....	12
5.1 Office-related.....	12
5.2 Logistical.....	12
6. Additional Sources.....	15
7. Concluding Note.....	16

Manual for Future Interns

2. Art Sphere Inc.'s Mission:

Art Sphere is a Philadelphia-based non-profit, established in 1998, to teach art to inner-city low-income youth with the mission of engaging the creative in communities, empowering neighborhoods to explore the positives in peoples' lives, and healing the mind, body and spirit through art. Through this, Art Sphere Inc. nurtures the artist in everyone, encouraging people to act in ways beyond what they think is possible, creating change in their own lives and communities.

2.1 Past Projects:

Some past projects that Art Sphere Inc. has organized in their efforts to reach out to the community have included:

- Art classes at various Recreation Centers (Fishtown, Cohox, Northern Liberties Recreation Centers)
- Recreation Center/ Park Cleanups (Fishtown, Cohox, St. Paul's Church Recreation Centers)
- Collaborative Public Murals
- Themed Workshops
- Nature Conservation Workshops/Events (Groundhog's Day at John Heinz Nature Refuge)
- Summer school art lessons
- Conflict Resolution Workshops
- Art Exchanges with other countries

Manual for Future Interns

3. Get Involved:

3.1 Volunteering:

Art Sphere Inc. is interested in individual as well as group volunteers. The organization will also arrange group projects and corporate retreats (indoor/outdoor, at a specific location).

If you know individuals who would like to volunteer, or become a board member/ community sponsor, direct them to fill out the form on Art Sphere Inc.'s website: <http://artsphere.org/get-involved/sign-up-to-volunteer/>

3.2 Interning:

There are various intern opportunities available at Art Sphere Inc. Below are some of the different types of internships available:

- The **Art Teacher**: Work as an assistant teacher and help lead art classes at one or some of the Recreation Centers in Philadelphia (such as Fishtown, Cohox, and Northern Liberties). Be aware that many classes take place on weekday afternoons. In addition to teaching youth art, help to create curriculum for the art programs, coordinate the arrival of art materials to the sites, and communicate regularly with recreation center teachers and class sites.

A Background in art is **required*

A background in art history, education or demonstrated experience in the field of education is **helpful but not required*

- The **Grant Writer**: Assist in administrative responsibilities, revise evaluations for specific projects, collect and organize data from feedback worksheets at teaching sites and aid in events that correspond with the grant making cycle (*such as community volunteer events*).
- The **Graphic Designer**: Develop print and digital materials that will be used to promote Art Sphere Inc. events, programs, and exhibitions by producing flyers, postcards, posters, brochures, signage, advertisements and invitations. Also, help with web design and blogging.

** Solid graphic design skills are **required***

Manual for Future Interns

- The **Public Relations Liaison**: Advocate and make others aware of the great work that Art Sphere Inc. does. This includes, promoting Art Sphere Inc. events through traditional and new media outlets and monitor and manage the ASI website, Facebook page, and blog.

** Strong written and oral communication skills, and familiarity with social media platforms are **required***

** A strong interest/experience in public relations or marketing for a foundation or an arts organization is **preferred***

- The **Special Events Coordinator**: Assist in planning and coordinating Art Sphere Inc. events such as information sessions, workshops, exhibitions, and studio tours. In doing so, track online RSVPs to events, ensure publicity for events, assist with managing on-site projects and clean up for events.

Onsite attendance at events (often on Saturday mornings) is **required*

** Written and verbal communication skills, excellent organization skills, and basic computer literacy is **required***

- The **Volunteer Coordinator**: Keep in touch with current Art Sphere Inc. volunteers and connect with possible volunteers. In doing so, provide regular supervision and communicate with volunteers, develop a written volunteer generation plan, create partnerships for volunteer recruitment (college/high school, organizations), work with the executive director to screen and match volunteers to jobs, collect relevant information on volunteer involvement, co-create volunteer training/curriculum, assist with training, and administer annual measurement of volunteer impact.
 - **The Community Volunteer Coordinator**: Organize and assist in coordinating volunteers, obtain feedback forms and video of volunteers at volunteer sites, organize information from feedback forms (following volunteer activity) and attend mural painting events.

3.2.1 My Experience:

Growing up I was extremely involved in scouting and running art-related workshops. I always noted the connection between the process of making of art and social change. Thus, I believed in everything Art Sphere Inc. stated in their mission. However, as a philosophy, rather than art or

Manual for Future Interns

education major, I was an untraditional intern. As a result, coming into my internship I set broad goals for myself that I believed would help me to better understand social change through the arts on a practical level.

I set the following goals for my internship with Art Sphere Inc.:

- Begin to recognize the role in which self-expression can help to increase self-confidence (for both the children receiving the arts education at the Recreation Centers and the volunteers), creating agents for social change.
- Begin to understand the role of community in fostering support and bringing about such community change, particularly identifying the role of volunteers in the communities where Art Sphere is located.
- Begin to learn how to implement strategies for enacting social change (including how to start it and how to maintain it through the planning, organizing and carrying out of projects).

Manual for Future Interns

4. Intern Responsibilities:

As I did not have advanced experience in any of the specific intern positions previously mentioned, in my internship I received a fuller view of what Art Sphere Inc. does. My internship was divided into three main sections.

*****Note:** *College students might have more time to work/more flexible schedules*

4.1 Office Work:

On most Friday's I would work at the Art Sphere Inc. Office. Throughout the first half of my internship, I completed minimal, but important, office tasks such as organizing art materials for a variety of events, organizing files (both alphabetically in cabinets and within the office), making labels and photographing images for kick starter campaign for fund raising.

4.1.1 Research:

At the halfway point of my internship, I took on more research-related tasks, as I realized that this was my strong point. Due to the research-oriented nature of my tasks, my work hours were more flexible and could be completed remotely. My tasks included:

- **Grant Research:** Find grants in the area as well as research lists of grants that I was provided with, including determining if the grants were relevant to Art Sphere Inc., and searching for due dates, the materials required, and the amount of money offered. While it was difficult to find information for some of the grants, the research itself was mainly just time-consuming.
- **Volunteer Research:** Reaching possible college, high school, community, organizational and religious groups in the area, and sending out emails, spreading the word about the great work that Art Sphere does. Through this research, I learned that it is very important to continuously contact various groups, as many did not respond to the emails that I sent out. In addition to emails, follow-up phone calls were necessary in order to gather more information.

Manual for Future Interns

- **Corporate Sponsor Research:** Locating contact information for possible corporate sponsors in the area and compiling the information onto a chart. While this research was extremely important, many large corporations do not make their personal information/address available to the public, making it difficult.

4.2 Assistant Teaching:

On Friday afternoons after I completed my office work, I assisted teaching at Cohocksink Recreation Center. Previously, I had never worked at, or been to a recreation center in Philadelphia, and thus did not know what to expect. Because they are located in the city, these recreation centers tend to be a plain looking brick buildings with a field/playground in the back. Although the outside of Cohocksink Recreation Center was not especially welcoming, the inside was filled with color and artwork that popped off the walls. Cohocksink had a jungle theme painted onto the walls in the entry hallway of the center.

It was during my time working at Cohocksink where I was able to interact with youth from under-privileged backgrounds. Most of the children would come to the recreation center everyday after school for a few hours, participating in various activities. On Friday's the children took art classes taught by Kristin. While there were three "teachers" employed by the recreation center, they did not run the art classes. The average class had 20-25 students, who ranged from 7-12 years in age.



Kristin's art lessons were connected to either real life events/holidays, such as Groundhog Day or Chinese New Year, or topics related to what the children were learning in school, such as about Women's Month or Butterflies. While most of the classes revolved around painting, the children also learned how to draw and make origami.

Manual for Future Interns



During the time that I spent with the children, I learned that many of them had little experience with art, and even less experience with painting. Most of them did not even know the color wheel. While many of the children were initially hesitant to “do art,” believing that they were not talented enough, after much encouragement and time, they gained self-confidence and were eager to share their

work. In addition to this, the children loved to be “helpers.” Whether they were setting up the construction paper on the tables, getting out the art supplies, cleaning the brushes that were full of paint, or throwing away the trash, they loved to be involved. Their involvement both in making art as well as other areas noticeably increased their sense of self worth and confidence.



4.3 Events:

Throughout my time with Art Sphere Inc., I was able to volunteer at three events. These events were, the MLK Day of Service Clean-up at Fishtown Recreation Center, the Groundhog Day Festival at John Heinz Nature Refuge, and the 6th Annual Philly Clean-up at Fishtown Recreation Center.



Manual for Future Interns



During these events, I helped to orientate volunteers and make sure that they knew what to do. At the clean-up events, volunteers could either paint over graffiti on walls, benches or the playground, or if they did not want to paint, sweep the park. However, many volunteers opted for painting, and felt empowered and liberated while doing so. The

loved the fact that they could paint/stencil whatever they wanted. In addition to painting over the graffiti, the reason for painting the tables and benches bright colors was to keep people from drinking in the area. This way, when the children were playing there the next day, there would not be bottles and broken glass lying around the area. It was amazing how much was accomplished in four hours by volunteers.



Manual for Future Interns

5. Tips:

5.2 Office-related: In order to work well with Art Sphere, as well as various other non-profits, the following should be considered:

- a. **Identify Skills:** Before beginning your internship, identify your strengths and weaknesses and contemplate where your experience lies. Considering this, determine which intern position will be best suited for you. As you continue your internship, continue to evaluate your ability so that you may best help the organization.
- b. **Set Goals:** At the beginning of your internship, keeping in mind the purpose of your internship (as a volunteer, for school credit...), determine what you hope to gain from your internship. Also, determine how you hope to accomplish these goals.
- c. **Communicate:** Keep Kristin/the relevant Art Sphere Inc. staff informed of your progress. Continuously reflect on your internship, potentially complete a mid-semester evaluation. You must also feel comfortable expressing your skills and goals early on. Do not feel compelled to accept jobs that you do not feel comfortable with and do not feel afraid to ask for clarity.
- d. **Be Flexible:** Art Sphere Inc., as a small arts-based nonprofit, is different from larger corporations. You must be willing to do tasks that you might consider boring or easy. However, it is important to be open to new things. Further, it is important to ask what you can do rather than coming in with a set agenda and not be willing to change it.

5.2 Logistical: HOW to get to Art Sphere Inc.'s Office at 915 Spring Garden Street, Suite #401, Philadelphia Pa.:

If you are coming from the greater Philadelphia area, you can access the R-5 train that runs daily every half hour or so. The schedule is available here:

<http://www.septa.org/schedules/rail/index.html>

From **30th Street** Station OR **Suburban** Station:

- Take the **Broad Street** Line (orange) local Northbound to Fern Rock. Get off after two stops at Spring Garden. Walk down Spring Garden past the Union Transfer, until you come to a bridge. Turn left, and the studio will be on the right side of the street across from the shooting range.

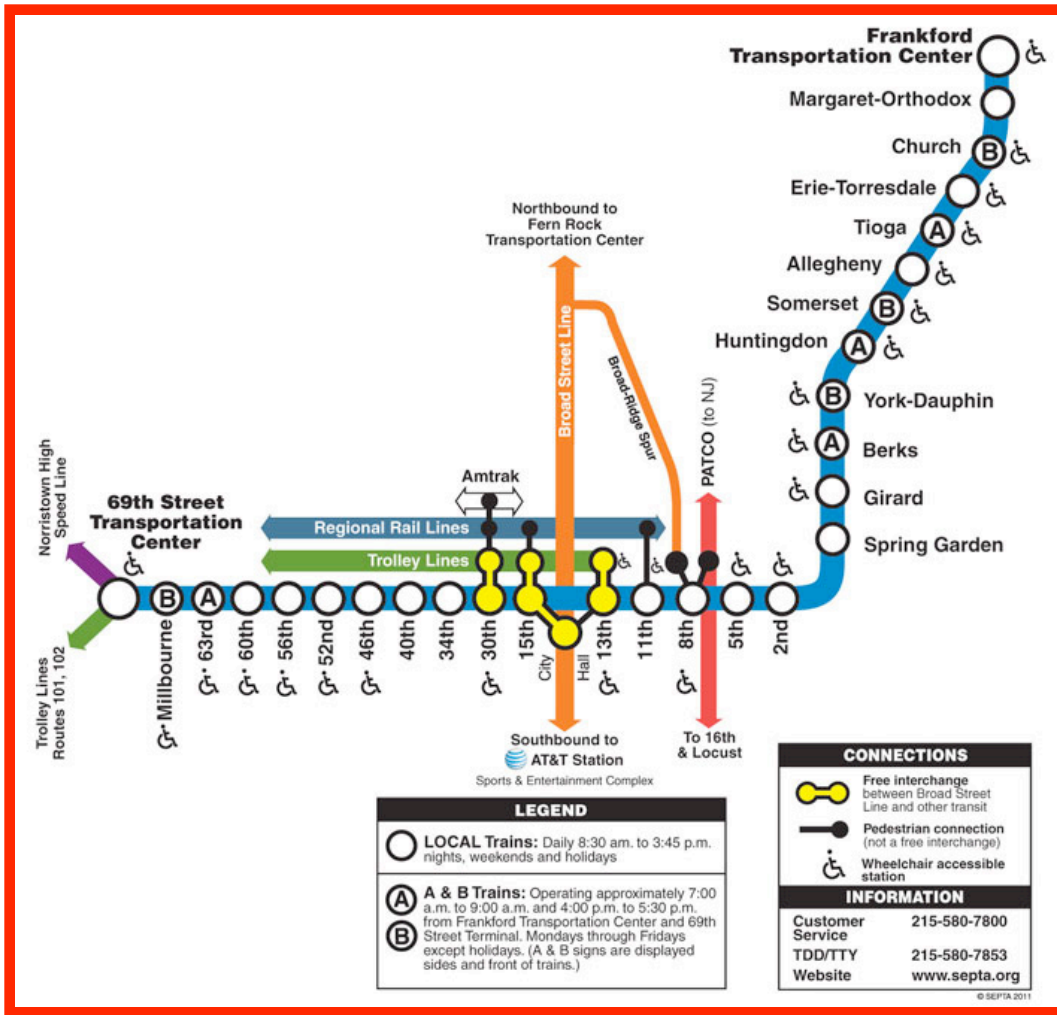
Manual for Future Interns



OR

- Take the **Market Frankford** Line (blue) local Eastbound to Frankford. Get off after 8 stops at Spring Garden. Walk up spring garden (away from the water). You should pass one of Edgar Allen Poe’s past residences. Eventually you will come to a bridge. The studio will be on the right side of the street across from the shooting range.

Manual for Future Interns



Manual for Future Interns

6. Additional Resources:

For more information, refer to the “*Meaningful Sources*” tab on ArtSphere Inc.’s website:

<http://artsphere.org/educational-resources/meaningful-articles/>

- Framing Education As Art: The Octopus Has A Good Day
Jessica Hoffmann Davis
- National Core Art Standards
- “Making Content Connections Through Arts Integration”
Willona M. Sloan
- “Brain-based Learning Highlights”
Andrea Spears and Leslie Wilson
- “Discipline Based Art Education: Approaching Art as a Subject of Study”
Dwaine Greer

Manual for Future Interns

7. Concluding Note:

Through my internship with Art Sphere Inc., I learned how important volunteers are in small arts-based non-profits. Seeing volunteers come together and work at the various events was really empowering. It was also inspiring to see what a group of volunteers can accomplish in just a few hours. These volunteers were willing to help, and in some regards, just wanted to be told what to do. Further, it was surprising to see the pride and even self-confidence that they gained after completing their paintings.

While my internship was not without its own set of difficulties, I was fortunate enough to approach my internship from different angles. However, while completing my tasks, it was important to keep in mind that I needed to fulfill the goals of the organization and not take on too much, as I would only have the internship for a short amount of time.

I was grateful for the opportunity to more fully witness the full power of the arts. It is easy to become discouraged, thinking that the small things will not make much of a difference, but I learned that in the end, they will. As 20th century American anthropologist, Margaret Mead once said, "Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."