



City of Santa Fe, New Mexico

memo

Date: December 2, 2013

To: Finance Committee

Via: Marcos Tapia, Director, Finance and Budget Department
Jim Lutjohann, Executive Director, Convention & Visitor's Bureau 

From: Debra Garcia y Griego, Director, Arts Commission 

Item & Issue:

Request to accept \$1,350 grant from the Princeton Internships in Civic Service (PICS) program to partially fund an eight week summer internship with the Arts Commission by a PICS student.

Background & Summary:

In October 2013, the Arts Commission submitted an application to the Princeton Internships in Civic Service (PICS) program. The program provides eight week summer internships for Princeton students at various civic service organizations. The focus of the Arts Commission's application was for a student to work primarily with the Art on Loan Program (Exhibit A). In November, the Arts Commission received notice that its application was accepted and a \$1,350 grant given to partially off-set the cost of the internship (Exhibit B). This is the ninth year the Arts Commission has applied for and participated in the PICS program.

In accordance with PICS program guidelines, applications will be solicited from eligible Princeton students. The Arts Commission will interview all eligible candidates and select the most qualified student for the internship. The selected student will be hired as temporary employee under the Arts Commission College Intern job description. The student will be paid \$14 an hour.

Requested Action:

Please accept the \$1,350 award to fund the eight week PICS internship. The funds should be placed in revenue account 31708.470010 and be budgeted in 32708.500750.

GARCIA, DEBRA E.

From: Jeri S. Schaefer <jeris@Princeton.EDU>
Sent: Wednesday, November 20, 2013 8:35 AM
To: GARCIA, DEBRA E.
Subject: City of Santa Fe Arts Commission - Congratulations on Your PICS Acceptance!
Attachments: Summer 2014 Introductory Letter for Internship.pdf; PastedGraphic-1.tiff

Dear Debra,

Congratulations! I am pleased to be able to let you know that City of Santa Fe Arts Commission has been awarded a Princeton Internships in Civic Service internship for the summer of 2014.

No later than 5pm on November 25, 2013, please confirm via e-mail to me (jeris@princeton.edu) that City of Santa Fe Arts Commission is able to commit to participating in our program. Your commitment indicates that as long as your organization identifies a suitable student from the applicants presented, your organization will employ that student as an intern during the summer of 2014, and the student will receive a stipend of \$450.00 a week for an 8 week internship. **Your organization will be responsible to pay the student this stipend. You will receive a grant from PICS (Princeton Internships in Civic Service) in the amount of \$1,350 on behalf of the Class of 1977 to make this possible.**

Thank you for making this opportunity available to Princeton students. Attached to this email is more detailed information about participation in the PICS Program.

Once you have confirmed your participation in our program we will provide you with detailed information about the student selection process.

I look forward to hearing from you.

Jeri

Jeri

Jeri Schaefer
Executive Director
Princeton Internships in
Civic Service
201H Frist Campus Center
Princeton University
P.O. Box 261
Princeton, New Jersey 08542
609-258-2682



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PRINCETON INTERNSHIPS IN CIVIC SERVICE - SUMMER 2014

We are very pleased that your application for an intern through Princeton Internships in Civic Service (PICS) was accepted. Our mission is to provide civic service opportunities to enhance the education of Princeton undergraduates while providing support and benefits to non-profit service and civic organizations. We have been successful in furthering this mission for over 15 years now.

The agreement between PICS and your organization is that you will provide a meaningful 10 weeks (in certain cases 8 weeks) internship to a Princeton University student who will comply with your organization's published policies and procedures and make every effort to constructively contribute to your organization's mission and goals.

Your internship proposal and description will be available to all undergraduates for review and the student applications will be due in early January. During the interview process in February, we will help you select a student appropriate for the work that you have described in your application to the PICS program. After the intern is chosen we will review with you the payroll plan for the student, as well as the evaluation process we use to monitor the internships we support.

A unique aspect of our program is that a Princeton alumnus is assigned to each internship to serve as that intern's Alumni Partner. The Alumni Partners are an integral part of our program and are available to both the supervisor and the student to support the internship. We will provide you with the contact information for your intern's Alumni Partner once the Alumni Partner is assigned. You should feel free to contact your intern's Alumni Partner or the PICS Executive Director, Jeri Schaefer, 609-258-2682 or jeris@princeton.edu, at any time.

While we do not provide housing for PICS interns, we would be most grateful for any suggestions you might have regarding housing for the intern you select.

We have attached a timeline for the internship process for your information and to give you a better idea of how the intern selection process will unfold. We will be in touch with you soon

Internship Operation and Oversight Committee
Princeton Internships in Civic Service



SUMMER 2014 INTERNSHIP TIMELINE

- January 10, 2014 – Student application deadline, applications will be forwarded to organizations for their review
- **January 24, 2014** – Organizations notify PICS of the applicants they wish to interview and whether those interviews will be done in person, by a Princeton alumni on behalf of the organization, or via Skype
- February 8, 2014 – First alumni and organization interview day
- February 15, 2014 – Second alumni and organization interview day
- March 5, 2014 – Notification of students regarding internship selection by organizations. **It is very important that participating organizations have made their top 5 choices by February 28, 2014**
- April 30, 2014 – PICS student orientation on campus
- May 26, 2014 – Internships may begin

PICS will be in contact with all participating organizations throughout this process to ensure that it progresses smoothly and that all the deadlines are met.



Princeton
Internships in
Civic
Service

To apply, please upload online
by the final deadline of TUESDAY, OCTOBER 15, 2013, 5 pm

PICS 2014 Internship Description

Organization Name: City of Santa Fe Arts Commission

Internship Location: Santa Fe, NM

Required Dates: Yes No If yes, internship must start on: _____ and end on _____ or
must include the period:

Housing Will Be Available to Intern: Yes No If yes, housing will be free: or housing
will cost the student: _____ Please use the following space to provide information about housing
in your location, that would be useful to students considering your internship:

Public Transportation is Available to Internship Site: Yes No

Expected working schedule for this internship:

Start Time: 8 am End Time: 5 pm

Additional Information:

- Please indicate if any of the preparation work will take place outside of the regular work schedule
None
- Please indicate if there are any special requirements for interns, i.e. required background check, drug screen, vaccinations, certifications (for example CPR) etc.
All employees must take mandatory physical, which may include drug screening, and attend an new employee orientation
- Use of a personal car to fulfill job expectations can not be a pre-requisite for an internship.
- Please note that internships must be available to all undergraduates and can not be limited to upperclass students.



Princeton Internships in Civic Service

Organization Description

Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.

The City of Santa Fe Arts Commission provides leadership for city government in supporting arts and cultural affairs. It recommends programs and policies that develop, sustain, and promote artistic excellence in the community. Through its work, the Arts Commission nurtures and supports Santa Fe's unique artistic and cultural heritage.

Major programs include: funding for nonprofit arts organizations; the acquisition of public art for the City's collection through the 1% for Public Art Program; a community gallery which exhibits the work of local artists; and special projects such as the annual "Mayor's Recognition Awards for Excellence in the Arts" and the annual "City Different Poster Competition." Ongoing services include information and referrals, technical assistance, and networking opportunities for artists and arts organizations.

The Arts Commission is a nine-member volunteer board appointed by the Mayor. A staff of four full-time and two part-time employees, as well as one full-time contractor, is responsible for carrying out the day-to-day work of the Arts Commission.

A participant of the Princeton Internship in Civic Service program for five years, the Arts Commission has benefited from the quality, talent, and dedication of Princeton Interns. Specifically, the Art Loan Program has grown from five annual loans to over 25, as a result of the focused attention of a summer intern.

Internship Description

Describe in detail the intern's work or project. Please be as specific as possible. If the actual project for a student will be determined after the student is selected based upon the student's interests and skills please describe previous internship projects that will be indicative of the type of work the internship will entail. Please also explain the benefit that a student will obtain by interning with your organization.

The internship will be based in the Art in Public Places program. The intern will specifically work with the Loaned Art Program.

The Loaned Art Program began in 2002. The purpose of the program is to place privately-owned art on City-owned property. Over the past four years the program has grown tremendously, in no small part because of the assistance of Community Service Fund interns. The intern would be asked to:

1. Re-evaluate and revise the priority site list;
2. Cultivate prospective lenders;
3. Implement a public relations strategy;
4. Issue and manage a "call to artists;"
5. Present eligible submissions to the jury;
6. Work with selected artists to move towards installation; and
7. Create a written analysis of the program's strengths and weaknesses.

To create a rich and well-rounded work experience at the Arts Commission the intern will have the opportunity to participate in and assist with other programs based on interest, skills and the workload of the primary internship assignment.



Princeton Internships in Civic Service

The benefit of the internship is in taking on the responsibility of successful implementation for the program for the summer. Interns are accountable for formulating and completing the project; beginning with research, proceeding to planning, moving through

Intern Qualifications

*Please list **required** skills and/or experience you are seeking.*

Strong oral and written communication skills are required, as are computer skills (MS Office in an XP environment), organizational skills, map reading, knowledge of digital cameras, and an understanding of general office procedures.

An intern with a background in art history, studio art, arts administration, public art, government and public administration, marketing and public relations, or related fields is desired.

The intern will be required to understand the goal of the project and associated outcomes, identify the necessary action steps, prioritize the required work, implement the action steps, and report on progress towards outcomes. The intern must be self-directed and comfortable working under general supervision.

*Please list any **additional** or **preferred** skills that would be useful for the internship.*





Knowledge and experience with marketing and promotion, including social media, are helpful. Additionally, basic graphic design and desktop publishing are also useful.

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

| DEPARTMENT / DIVISION / SECTION / UNIT NAME | | | | DATE | | |
|---|-----------------------------|-----------------------------|-----------|--------------|----------|------|
| CVB/Arts | | | | 12/16/2013 | | |
| ITEM DESCRIPTION | BU / LINE ITEM | --(Finance Dept Use Only)-- | | INCREASE | DECREASE | |
| | | SUBLEDGER / SUBSIDIARY | DR / (CR) | | | |
| Misc. Revenue | 31708.470010 | | CR | 1,350 | | |
| Salaries | 32708.500750 ¹¹⁰ | | DR | 1,350 | | |
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| JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo | | | | TOTAL | \$ 2,700 | \$ - |

Budget grant award for Princeton Internships in Civic Service program.

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|---|---|---|--|
| Julie Bystrom Prepared By  Division Director  Department Director | ##### Date 12/16/13 Date 12/16/13 Date 12/16/13 | CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date <input type="text"/> Agenda Item #: <input type="text"/> |  12/16/13 Budget Officer Date  12/19/13 Finance Director Date _____ City Manager Date |
|---|---|---|--|