

Arts Administration Internship Guide (FA393/FA493)

An internship in arts administration can help you explore career options, build skills you will need for future jobs, and develop your professional network. This practical hands-on experience is required for the arts administration minor, but is open to anyone who wishes to gain practical experience in arts administration and earn academic credit.

Finding your Internship

Finding an internship is similar to the process of finding a job. You will need to contact organizations of interest to you and obtain information about opportunities. The timelines for application will vary depending on the organization so your best bet is always to start early.

Steps for finding your internship may include the following. It is best to begin working on finding your internship at least 4-6 months before you wish to begin.

1. Make a list of areas or organizations that interest you. Set-up an appointment with the internship advisor to discuss your ideas and obtain advice.
2. Update your resume, cover letter, and online professional profiles.
3. Begin contacting organizations and/or applying through online applications.
4. Never count on one specific opportunity. Be sure to reach out to multiple opportunities and keep your options open.

Remember, an ongoing job may not be used as an internship unless separate distinct responsibilities can be identified. However, internships may be paid and students are encouraged to seek out paid internship opportunities.

Registering for your Internship

Most internships are 3 units, or a minimum of 135 hours (each unit is 45 hours) over the course of a semester. For a 3 unit internship, a student will work approximately 9 hours per week over a standard fall or spring semester. Summer internships may take place during any of the summer terms and hours per week may vary.

Once you have secured your internship, the next step is to fill out the Internship Work Plan in partnership with your internship supervisor. When you have completed this form, it must be submitted to the internship advisor for review and approval. Students cannot register themselves for internships credits; this will be done by the internship advisor once the Work Plan has been fully approved.

Completing your Internship

It is the student's responsibility over the course of the internship to be sure you are working the required hours. If you are encountering challenges during your internship, reach out to the internship advisor for support.

You will receive a syllabus for the internship course upon registration. A final self-assessment will be due at the end of the semester upon completion of your internship.

Recommended Timeline

Begin researching internships and set-up a meeting with internship advisor:

For fall semester: February/March

For spring semester: September/October

For summer: November/December/January

Finalize internship and submit Workplan to internship advisor:

For fall semester: May/June

For spring semester: November/December

For summer: April/May

Questions

If you have questions, reach out to Lisa Evans at lisaevans@arizona.edu.

updated 22 September 2026