

# CALL FOR INTERNSHIP PROPOSALS

## 4Culture King County Heritage Internship Program

**INTERNSHIP TERM:** June-September 2021

**ELIGIBILITY:** Open to heritage organizations in King County

**APPLICATION:** Submit application via [apply.4culture.org](http://apply.4culture.org)

**DEADLINE** January 15, 2021, 5:00pm

### OPPORTUNITY

4Culture is seeking internship proposals from heritage organizations in King County to participate in 2021 Heritage Internship Program as an internship host site. 4Culture will select up to three host sites. 4Culture will recruit and place up to two qualified interns with selected host sites to complete proposed internships.

### PROGRAM DESCRIPTION

Since 2018, 4Culture has provided Rural Internship Program, now called King County Heritage Internship Program, which places skilled, graduate-level interns at organizations in broader King County and provides real-life experiences to the students pursuing career in heritage field. With the COVID-19 pandemic in 2020 and the uncertainty of work conditions in the near future, 4Culture has reformatted the program to meet the reality of social distancing and needs of heritage organizations during this time.

For the 2021 iteration of King County Heritage Internship Program, 4Culture will solicit proposals for internship projects from heritage organizations in King County. The internships will be conducted remotely in alignment with 4Culture's current meeting policy, without on-site work or in-person supervision. Interns will be selected from various academic partners in Seattle and greater King County. 4Culture will provide stipends for the interns, administrative support in intern management, and overall project management.

The host sites will work with up to two interns on solving specific needs described in the proposal. By participating in this program, the host sites will gain greater understanding of working virtually with student interns and make connections with skilled emerging heritage professionals.

### Should your proposal be selected, your responsibilities as a host site are:

- Attend the host site orientation via Zoom
- Work with the intern(s) to finalize the project scope and deliverables
- Communicate with interns virtually
- Provide feedback to the interns regularly
- Set up an occasion for the intern(s) to share the final deliverables with the organization
- Participate in program evaluation at the end of the program

### PROPOSAL INSTRUCTIONS

Applicants must submit a **proposal form** and **2021 demographic information update** through [4Culture's grant portal](#).

The proposal form includes the following questions.

- 1) Please describe your proposed project for this internship. What are problems or challenges that your organization is facing and how will this internship help with them? What skills would an intern working on this project need?
- 2) Does this internship help to preserve and explore underrepresented or marginalized histories in King County? Please explain.
- 3) How does this internship align with your organization's long-term goals or plans?

- 4) What results or deliverables do you hope to have at the end? How and by whom will the deliverables be used after the internship? (Note: the final deliverables will be decided between the interns and the site after interns are selected.)
- 5) For our planning purposes, who from your organization will participate in this program and, among them, who will serve as the main contact? Please list one main contact and up to two more participants, as well as their involvement with the organization.
- 6) The internship will be conducted remotely. For our planning purposes, please tell us about your team's comfort level with communication technology, and if you have any needs for technology support. For example, does each of the participants have a Zoom account and a device to use Zoom?

Please consider the following restrictions for internship proposals.

- Internship will be completed remotely, from June through August 2021
- Internship is engaging and provides valuable work experience to interns
- Internship does not replace a work done by a paid staff
- Small stipends available for direct project expenses

Examples of possible internships include, but not limited to:

- Online and social media engagement planning
- Membership program evaluation
- Research and development of interpretation for educational materials

#### **Resources:**

Interested applicants are encouraged to participate in a4Culture-hosted Internship Proposal Workshop on November 18, 2020. The webinar will be recorded.

Register at: <https://4culture.zoom.us/meeting/register/tJYldO2urjosGNU7PGRgTu0cpzhQW2pWUVol>

#### **SELECTION PROCESS AND CRITERIA**

Proposals are reviewed by a group of reviewers that includes 4Culture staff, past 4Culture Heritage interns and recent graduates of University of Washington Museology program. **There may be interviews with the panel if necessary.** Up to 3 proposals will be selected to proceed. Proposals are reviewed based on the following selection criteria:

- **Quality:** your proposal poses an engaging challenge to the interns
- **Project impact:** your proposal will have a lasting impact on your organization as demonstrated by alignment with institutional strategic goals or clear and timely use of deliverables within current or future workplan
- **Feasibility:** your proposal is suited for remote internship, your proposal can be completed in 3 months
- **Internship Priority:** organizations preserving underrepresented or marginalized histories, organizations located in Communities of Opportunity, and organizations located outside of Seattle will be prioritized.

#### **ELIGIBILITY**

King County-based non-profit heritage organizations are eligible to apply. Heritage organizations that preserve underrepresented or marginalized histories, organizations located in Communities of Opportunity, and organizations located outside of Seattle are encouraged to apply.

#### **PROGRAM YIMELINE**

RFP acceptance period: November 1, 2020 – January 15, 2021

Workshop date: November 18, 2020

**Proposal deadline: 5:00pm, January 15, 2021**

Proposal Review & Interviews: January – February 2021

Proposals selected February 2020

Host site orientation: February 2021

Intern recruitment: February/March 2021

Intern selection: April 2021

Internship starts: June 2021

Post-program evaluation: September-October 2021

**QUESTIONS?**

Contact Megumi Nagata, [megumi.nagata@4culture.org](mailto:megumi.nagata@4culture.org), 206-263-3474

**DEADLINE:**

January 15, 2021, 5:00pm

**4CULTURE BACKGROUND**

As the cultural funding and services agency for King County, Washington, 4Culture’s mission is “With a focus on racial equity, we fund, support, and advocate for culture to enhance the quality of life in King County.” The organization’s four program areas—Arts, Heritage, Historic Preservation, and Public Art—put public resources to use all over King County. The Board, Executive Director, staff, and Advisory Committees are committed to addressing racial, geographic, and income-related funding inequities and creating an environment in which all King County residents participate actively in cultural opportunities. For these reasons, 4Culture is currently working with experienced consultants to inform organizational change as well as designing new policies, practices, and systems to embrace, integrate, and model racial equity and social justice.

4Culture is an independent public agency, chartered under state law and King County ordinance in January 2003, after 35 years as the King County Office of Cultural Resources.

4Culture’s programs and services areas include:

**Arts** funds individual artists, artist groups, and arts organizations that provide access to art experiences for all King County residents and visitors.

**Heritage** helps communities recognize, preserve, and explore our shared heritage—in all the places where the past meets the present.

**Preservation** supports the protection and stewardship of historic places.

**Public Art** commissions and collects for the King County Public Art Collection, bringing artists’ thinking to the spaces we share and offering consulting to the region.