To Work with Purpose: Best Practice Guidelines for Internships

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Áine Macken
Visual Artists Ireland
January 2014
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In June 2013 Forbes Magazine ran an article with the heading *Is the Unpaid Internship Dead?* The article spoke about a judgment in New York which ruled that Fox Searchlight Pictures broke federal labour law and New York state minimum wage laws when it employed two production interns, Eric Glatt and Alexander Footman, on the film Black Swan, for no pay. The outlined how, interns in creative fields, Glatt and Footman “performed thankless tasks with no educational value, like ordering lunch, answering phones and taking out the garbage. Because so many people want to get a foot in the door in the film world, for years interns have been willing to do scut work in exchange for proximity to movie producers and talent.” It further explained “that arrangement breaks laws that date back to 1938, when Congress passed the Fair Labor Standards Act, which includes many of the basic labor laws we take for granted today, like the minimum wage.”

This phenomenon is not limited to the film industry nor is it something that happens only in America. We, in Visual Artists Ireland, have become aware of a lack of understanding of internships, and a rise in the abuse of the term in both commercial and not for profit organisations. In response to calls from organisations and from individuals we established a working group to investigate the current situation in Ireland with a view to creating a set of simple easily implemented guidelines that would provide both a clear definition of what an internship is and the structures required to ensure that both organizations and individuals benefit from the experience in an equitable and meaningful manner.

The working group has spent over a year preparing this document which I believe will be of great benefit to the arts sector and to the wider business world.

I would like to thank Bernadette Beecher for leading the project and the team for their incredible work and encourage individuals and organisations to use the recommendations when considering internship programmes in the future.

Noel Kelly
Chief Executive Officer
Visual Artists Ireland
Best Practice Guidelines for Internships

January 2014

Background

In September 2012 Visual Artists Ireland invited a group of participants to form a Working Group to examine internships in the visual arts sector. In doing so Visual Artists Ireland was responding to a number of complaints from its members about the treatment they had received while on internship programmes. These complaints came both from those on the JobBridge Internship Programme and those who had participated in non-government-sanctioned internship programmes.

Interns have become an established part of the infrastructure in the visual arts sector. As well as assisting growth, they enable organisations affected by reduced public and consumer spending to sustain services. Therefore, Visual Artists Ireland saw it as necessary to examine the treatment and working conditions of interns. The Working Group looked at ways in which the welfare and interest of interns could be improved and to provide clarification of the responsibilities of host organisations.

Some of the wider structural implications for the visual arts sector were also considered. A strategic aim should be to ensure that employment in the arts is seen as a sustainable career choice. Internships should also provide opportunities for people from as diverse a range of backgrounds as possible. Although interns are not regarded as employees of a company/organisation, there are laws relating to the workplace which give them protection and place obligations on host organisations. These include: the Tax Acts; the Safety, Health & Welfare at Work Act, 2005; The Holidays (Employees) Acts, 1973 and 1991; and also the Employment Equality Acts, 1998 – 2008, which place an obligation on all employers in Ireland to prevent discrimination in the workplace.

The attraction of a good internship is that it should provide a valuable learning experience. It should allow an individual to develop new skills, or enhance existing skills that are applicable to their chosen area. It should allow for the development of interpersonal work relationships and help the candidate to learn good work habits such as time management and communication skills. It
should also allow for networking opportunities that will lead to paid employment or help to further the intern’s career in a tangible way.

The Working Group considers the introduction of these Best Practice Guidelines for Internships a vital step in the development of an ethical infrastructure for the visual arts sector.

**Objectives of the Guidelines:**

The main objective of these guidelines is to provide clarity, definition and a mutually beneficial arrangement for both organisations and interns in the visual arts sector. As the prime purpose of internships is to provide this mutually beneficial and structured two-way relationship, interns should be provided with a meaningful, quality experience that will further their career prospects. Internships should give the candidate an opportunity to test their interest in a particular career while developing time management, communication and interpersonal work skills.

There is no formal legal definition of an internship and, to complicate the situation, there are a number of phrases used to describe non-contractual work that offers a candidate some experience in the workforce. It is therefore easier to describe what an internship is not.

**Internships are not:**

- **Volunteering** – volunteers are not entitled to payment or benefits in kind. There should be no contractual obligations between volunteer and arts organisations. Please see Volunteer Ireland’s Guidelines if you need more information (http://www.volunteer.ie/resources/factsheets-guides).

- **Student Placement** – unpaid work undertaken by someone in education as a required part of their course, with reasonable expenses paid.

- **An apprenticeship** – any formal apprenticeship programme offered by an employer.

- **A traineeship** – a formal training programme offered by an employer or training provider, with an emphasis on practical training. While a traineeship is often a more formalised structure than other forms of work experience, the difference between a traineeship and an internship is often purely down to the vocabulary that the employer chooses to use. Please see the European Union directive on this: (http://europa.eu/rapid/press-release_IP-13-1200_en.htm)

- **Work experience** – generally aimed at young people of school age (4th, 5th and 6th Years). A work experience placement is usually brief (one or two weeks) and
provides an opportunity for young people to gain experience of working in a particular industry or section.

So while there is no legal definition of exactly what an internship is, it is generally understood to be employment in a junior (often graduate level) role, for a set period of time (often three to six months). Internships have become associated largely but by no means exclusively with graduates entering the labour market and wanting experience in a particular area. The government sponsored National Internship Scheme (JobBridge) has its own set of criteria and performance values. The Working Group has drawn up these guidelines for internships offered by individual organisations where there seems to be wide scale discrepancies in the management and treatment of interns.

**Survey Overview:**

Below are the results of a nationwide survey of current and former interns in the visual arts sector.

There were 91 respondents and the age breakdown is as follows:

*Q1 What is your age?*

Answered: 89  Skipped: 2

- 18 to 24
- 25 to 34
- 35 to 41
- 45 to 54
- 55 to 64
- 65 to 74
- 75 or older
Pie chart relaying figures of the length of service of survey's participants.

Q4 What kind of Internship did you do? Please enter details of the internship below.

Answered: 91  Skipped: 0
The survey questioned how the intern was treated, if they had a good experience and whether they were provided with a mentor while on the internship. Generally, the response to these two questions was 30% positive, while 70% of respondents had a negative experience.

The survey also asked if respondents had been asked to give feedback to the organisation after they had finished the internship. There was an overwhelmingly negative response to this question.

Respondents were also asked if the internship they completed helped them to get employment. 60% said they had either got full time employment, contract work or been enabled to complete a further internship.

There was some discussion about the eligibility criteria of the JobBridge scheme being widened to recognise professional artists as mentors (it has recently been widened to include internships on a one-to-one basis in the craft sector). In order to get some views on this, we put this question into the internship survey with very mixed results. There was a 50/50 divide on this, with very opposing views.

Please also see Appendix 4 for a selection of case studies from the survey.

**Consultation:**

As part of the process, the Working Group consulted with a variety of organisations in order to ascertain their relationship to and experience of providing internships. We consulted with 16 organisations. There was wide variation between organisations, both in their concept of what exactly defines an internship and the requirements they considered necessary in order to achieve an effective internship. In response to our questions, we received the following replies from different host organisations.

Most of the organisations consulted felt that the concept of the intern can be misunderstood and in order to ensure the successful completion of an internship:

- Clarity needs to come from the role description and thoroughly prepared agreement with intern and organisation should be put in place
- While host organisations rely on interns for support, they should try to introduce paths and opportunities for them
- Regularly, when organisations give interns a title, the term intern is not mentioned. There was disagreement between organisations as to whether this was a good or bad thing. Some organisations felt that not acknowledging the term intern in the job title was better for the future employment prospect of the candidate. Other host
organisations felt this put considerable pressure on candidates who might not have a lot of experience

- Host organisations wanted to know the legal status of interns with regard to maternity / sick leave / insurance cover etc.
- A review or a probationary period was suggested to ensure the intern is right for the role
- Some host organisations referenced the lack of funding which resulted in the need for interns in order to fulfil the workload each organisation is subject to by funders;
- There was a suggestion that the implementation of the guidelines should be a condition for admission of listings into VAI’s ebulletin

We consulted with a diverse selection of organisations in order to gain an insight into the availability and variety of internships offered. Some organisations do not offer internships. Some find JobBridge unworkable, while others use this alone. Other organisations use work placement for students with or without formal arrangements for other internships. There was no consensus on how different organisations structure internships. Some organisations ran voluntary programmes with informal structures in place.

With reference to a question about how host organisations found operating the government sanctioned JobBridge scheme, half of the organisations consulted used this scheme either exclusively or with extra use of non-JobBridge interns and volunteers. Outlined below is a summary of the responses received:

- Of the organisations that did not use JobBridge, a small number did not qualify under the JobBridge terms. The larger majority found JobBridge to be unworkable or they only used volunteers or work placement students.

- Only large organisations did not have a problem with the early departure of interns. All others (80%) who use the JobBridge scheme reported problems. One organisation thought that a probationary period to ensure that the intern is right for the organisation and vice versa would be good.

- Some organisations commented that the JobBridge scheme was unworkable for some applicants. In particular, they referenced candidates who left before the end of their internship because of economic reasons. For example, one organisation said that they lost a very valuable candidate because as a single parent, she could not afford childcare. The €50 extra that JobBridge funds did not cover this cost and organisations are not permitted to supplement income to interns under the JobBridge guidelines.
• Some organisations mentioned their frustration with the three months of unemployment that a candidate needs in order to be eligible to avail of JobBridge. They stated that there were fine art graduates who wanted experience in a gallery but could not afford to stay on the dole for that period of time (they are working in cafes etc.) They wondered if the JobBridge scheme could be extended to cover those working on minimum wage who wanted specific experience for their chosen career path.

• One organisation did not see an extension of JobBridge to a longer period as problematic if the candidate needed a longer experience of the sector. However they thought that in those cases the minimum wage should be paid.

• All the organisations consulted agreed that interns in general prop up the sector in light of reduced funding and are being used to ensure the sector’s sustainability.

• Some organisations would like to employ someone for marketing and PR but have no staff designated to this role, so cannot do so. They would like some advice on how this could be achieved to benefit both the organisation and the intern.

• Some of the smaller organisations wondered if the criteria for host organisations could be extended to include small organisations with part-time employees.

• One organisation thought that the German system where an intern is paid half the minimum wage was a reasonable idea.

**Best Practice Guidelines:**

**Definition of the internship**

An internship should:

• provide a valuable supported learning experience; provide mentorship; allow an individual to develop or enhance skills that are applicable to their chosen area;

• ensure the development of interpersonal work relationships; enable the candidate to learn good work habits such as communication, time and project management skills;

• offer networking opportunities that will lead to paid employment or help to further the intern’s career in other tangible ways.

*An internship is not Volunteering, Student Placement, Apprenticeship or Work Experience.*
Written agreement:

- Each intern should be provided with a contract / letter of understanding outlining the role and responsibilities within the organisation that will be allocated to the intern. See example checklist for guidance.
- An intern should be provided with a defined role and job title.
- An internship should be short term and ideally between three and six months.

Objectives – educational
Many interns have some experience and qualifications that would be advantageous to an organisation.

- An internship should be either the first experience of a role or an advancement from a voluntary position. In order to achieve this supportive and advantageous internship; one which will provide a meaningful experience and enhance an interns employability in the future; there should be a clear set of achievable objectives from the outset. These include transparency on day-to-day activities and responsibilities and clarity of progression within the organisation (if applicable). In general all interns should be given a level of responsibility that will further their experience.

Recruitment

- Interns should be recruited in the same way as regular employees of an organisation, with proper consideration given to how their skills and qualifications fit the tasks they will be expected to undertake.
- Recruitment should be conducted in an open and transparent way to enable fair and equal access to available internships.

Induction

- Before the intern starts, a written contract should be put in place defining the intern’s working hours, the length of the internship, the intern’s goals and their obligations. Any training the intern will require for their role should be planned in advance. This plan should be shared with the intern on their first day. The training should include a health and safety induction tailored to the individual organisation.
Supervision

- Organisations should ensure that there is a dedicated person(s) to supervise the intern and conduct regular performance reviews. This person should provide ongoing feedback to the intern, be their advocate and mentor during the period of the internship, and conduct formal performance reviews to evaluate the success of their time with the organisation.

Payment & Duration

- Where possible the intern should be paid the National Minimum Wage. At the very least Host Organisations should cover necessary work-related expenses incurred by the intern: travel to, from and during work. This will ensure wider access and allow people from varied economic backgrounds to access internships.

Reference

- A detailed personalised reference should be provided at the end of the internship.

Working conditions

- Health & Safety: The Host Organisation must be fully compliant with current workplace health and safety and all other legal requirements.

- Garda Vetting: The Host Organisation has responsibility to ensure that the appropriate process is applied to placements that require Garda vetting. Interns must agree to comply with requests for Garda Vetting where necessary.

- Annual Leave: Interns are entitled to all Public Holidays and 1.75 days annual leave for each month they participate in an internship.

Sick Leave: The maximum cumulative sick leave permissible over the course of an internship is five working days over a three month internship; ten working days over a six to nine month internship.
APPENDIX 1:

Sample Internship Agreement

Name & Address of Host Organisation:

**Personal Details**

Name of Intern:

Contact details of Intern:

Address:

Phone Number:

Email:

Relevant Medical Information / Contact Information: *In case intern has a specific medical condition which may be relevant to the host organisation.*

**Internship Details**

Title of the internship:

Management of Internship: *The Host Organisation will assign a staff member with direct responsibility for mentoring the intern placement.*  

Name of Staff Member:
Sample Internship Agreement - continued

Nature of experience to be gained by the intern / job responsibilities: *(See also Appendix 3)* Provide a description of the intern’s responsibilities, including both daily responsibilities and broader assignments to be completed during the course of the internship experience.

Goals and Objectives: Provide a description or list of the intern’s goals and objectives to be completed by the end of the internship based on professional development.

General Responsibilities of the Parties:

The Intern will have the following responsibilities:

- Work on the days and times agreed with the mentor.
- Conform to the regulations and dress code (if any) of the organisation in which the internship takes place.
- Maintain the confidentiality of the organisation in which the internship takes place.
- Notify the mentor of any planned absences before the internship takes place.
- Notify the mentor of any unplanned absences (e.g. illness etc) during the internship in a timely manner.
- Notify the mentor should any problems arise during the course of the internship.

The Host Organisation will have the following responsibilities:

- Outline what the organisation expects from the intern in terms of work and responsibilities.
- Outline what experience which will be gained by the intern.
- Work with the intern in order to develop goals and objectives to be completed during the internship.
- Provide a working environment which allows the intern to gain relevant and meaningful work experience.
• Supply a safe environment necessary for the completion of the internship. Ensure all Health and Safety Guidelines are communicated to the intern and adhered to and the relevant insurances are in place. (Safety, Health & Welfare at Work Act 2005).

• Ensure that the intern is aware of and is covered by the organisation’s Dignity at Work Policy and other relevant employment rights, such as the right not be harassed or discriminated against, Employment Equality Acts 1998 – 2008.

• Present the intern with the policies and operational procedures of the organisation and advise the intern to become familiar with same.

• Provide a reference at the end of the internship.

**Working Conditions:**
Date of the commencement of the internship and the expected duration.

Proposed Start Date: ___________________________ Proposed Finish Date: ___________________________

**Remuneration**

Hourly rate of pay *(if the internship is paid)*:

Reimbursement of travel and other expenses:

**Benefits-in-kind:**

Hours of Work: *State the hours of work when the intern is expected to be in attendance. Time should be allowed for attending interviews, visits to Social Welfare Offices etc.*

Details of leave allocated for the duration of the internship: *All public holidays and 1.75 days annual leave for each week of internship.*

Entitlement for public holidays shall be in accordance with the terms of the Holidays (Employees) Act 1973 – 1991

• New Years Day (1 January)

• St Patrick’s Day (17 March)
- Easter Monday
- First Mondays in May, June and August
- Last Monday in October
- Christmas Day (25 December)
- St Stephen’s Day (26 December)

Sick Leave: (details of the Host Organisations regulations with regard to Sick Leave) Generally this is notification of sickness within 3 hours of non-attendance and a letter from a doctor after the third day of sickness absence. There is no entitlement to pay during sick leave. The intern must register with Social Welfare for illness benefit.

Grievance / Disciplinary Procedure: (details of the Host Organisations Grievance & Disciplinary Procedure)

Period of Notice to be given in the event of the dissolution of this Agreement: Under this agreement both parties are allowed to terminate the placement early, but one weeks written notice must be given by either party.

I accept and agree to all of the above Terms & Conditions

Signed: (Intern) Dated:

Signed: (for Host Organisation) Dated:
APPENDIX 2:

Sample Internship Confidentiality Agreement

While partaking in the internship and in further consideration of information, data and confidential matters that will be imparted to me with respect of products, process and general activities carried out by the host organisation, I, ______________________________ agree to the following:

(a) All records and all information, reports, sketches and plans relating to work carried out in the course of the internship, together with all other documents and papers of a confidential nature provided by the host organisation, will be the property of the host organisation at all times. I will not retain copies without prior approval.

(b) I will not at any time either during the subsistence of this agreement or after its termination, make use of or communicate to anyone not authorised, any of the trade secrets or confidential information of the host organisation, which I may have obtained during the course of the internship.

(c) Upon the termination of this agreement, I will deliver to the host organisation, without prior request, all documents in my possession or control relating in any way to the business of the host organisation.

(d) All publications will be submitted by me to the host organisation for clearance and approval prior to submission for publication.

Signed: (Intern)
Dated:

Signed: ____________________________ (for Host Organisation)
Dated:
APPENDIX 3:

Checklist of Expectations

Please detail the following:

What skills/experience does the intern already have? (Please consult checklist options below for guidance)

What skills / experience does the intern hope to gain over the course of the internship? (Please consult checklist options below for guidance)

UPON COMPLETION OF INTERNSHIP:
List the skills / experience acquired and achieved as a result of the internship
COMPUTER SKILLS:

- Copy typing
- Audio typing
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Access
- SAP / SAGE / MYOB etc
- Adobe / Photoshop / Illustrator etc.
- Other

Additional Equipment / Practical skills: Flash/Photographic equipment and Editing suites, projectors, lighting, amps/sound, rigging;
PROFESSIONAL SKILLS

- Flexibility/adaptability
- Planning organisational needs
- Interpersonal skills
- Time management
- Managing multiple priorities
- Accountability
- Drive and resilience
- Ability to work under pressure
- Planning and organising

MANAGEMENT SKILLS

- Leadership/management skills
- Coaching individuals
- Managing people
- Supervising people
- Overseeing operations
- Conducting interviews
- Conducting meetings
- Enforcing rules and regulations
- Working on own initiative

TEAM-LED DUTIES

- Communication (listening, verbal, written)
- Planning agendas/meetings
- Updating files
- Handling complaints
- Handling detailed work
- Adapting to new procedures

- Building relationships
- Team relationship skills
- Client relationship skills
- Interacting with people at different levels
- Providing customers/audience members with service
- Coping with deadlines

PR / MARKETING / COMMUNICATION

- Investigating problems
- Sales

- Preparing written communications
- Preparing press releases/statements
<table>
<thead>
<tr>
<th>Displaying artistic ideas</th>
<th>Maintaining social media presence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating equipment</td>
<td>Maintaining web presence</td>
</tr>
<tr>
<td>Operating equipment</td>
<td>Reporting on information</td>
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<tr>
<td>Maintaining accurate records</td>
<td>Writing letters / papers / proposals</td>
</tr>
<tr>
<td>Operating equipment</td>
<td>Taking personal responsibility</td>
</tr>
<tr>
<td>Problem solving</td>
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**RESEARCH / CONFERENCE / EDUCATIONAL SKILLS**

<table>
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<tr>
<th>Presentation skills</th>
<th>Research skills</th>
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**ACCOUNTS/FINANCE**

<table>
<thead>
<tr>
<th>Generating accounts</th>
<th>Analysing data</th>
</tr>
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<tbody>
<tr>
<td>Budgeting expenses</td>
<td>Administering programs</td>
</tr>
<tr>
<td>Calculating numerical data</td>
<td>Advising people</td>
</tr>
<tr>
<td>Setting up demonstrations</td>
<td>Teaching / instructing / training individuals</td>
</tr>
<tr>
<td>Developing plans for projects</td>
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APPENDIX 4:

Case Studies
Internship Survey

#14

Collector: Web Link (Web Link)  
Started: Thursday, December 05, 2013 12:22:38 PM  
Last Modified: Thursday, December 05, 2013 1:13:08 PM  
Time Spent: 00:00:32

PAGE 1

Q1. What is your age?  
25 to 34

Q2. What is your gender?  
Female

Q3. How would you define an internship?  
What an internship is, I felt has been in flux over the last few years. Jobbridge has made internship - a culture of entitlement of behalf of every employer.

Q4. What kind of internship did you do? Please enter details of the internship below.  
Jobbridge

Q5. How long was your internship?  
6 months

Q6. Did you have a good intern experience?  
Fine, enjoyable working conditions, although I felt annoyed after the first two months, when I had learned all that was to be learned and was no longer being played in knowledge.

Q7. Did you have a mentor throughout your internship? Did they check-in with you on a regular basis?  
No

Q8. Did you give feedback to the organisation you interned with after you finished?  
No

Q9. How do you think internships could be improved?  
The organisations to be reminded constantly that their intern is not an employee, and should be paid in non-monitory means. Guidelines put in place for the type of roles that can be filled by interns e. no lowly positions such as inviolating, cleaning etc. laws pushed - but if not possible social judgement, name and shame for organisations for companies taking advantage of interns. Persons wanting to take on a jobbridge style should have to attend an ethics lecture. Mostly however I believe that there is a problem in that there is a cap on the amount of internships (under jobbridge) an individual can do in a two year period, I believe this cap should be shifted to the organisations, to stop the endless stream of interns put also to promote an internship as a compositive things, which holds weight on a cv again.

Q10. Have you gotten a job since you completed your internship, and if so, do you feel the internship helped you to get this job?  
No.

Q11. Are you familiar with Jobbridge's guidelines?  
Yes.

Q12. What do you think of Jobbridge being extended to an 18 month duration per candidate for up to three internships?  
Awful, the cap should be on companies.

Q13. Do you think it is necessary for people to do internships to work in the Arts?  
Yes.  
Comments: There is not much way around it for the individual.

Q14. The eligibility criteria of the Jobbridge scheme has been widened recently to include internships on a one-to-one basis in the craft sector. What do you think about expanding this to the artist's studio in relation to professional artists acting as mentors?  
Sounds alright, skills perhaps may be learned. Variety of positions may place a bit more prestige and weight to what an internship means, we will see down the line, does seem to leave a chunk of room for social fraud.

Q15. Would you like to remain anonymous? If not, please insert your details below (along with the details of the internship you completed)  
Respondent skipped this question
**Internship Survey**

**#19**  
**Collector:** [Web Link]  
**Started:** Thursday, December 05, 2013 1:48:08 PM  
**Last Modified:** Thursday, December 05, 2013 2:07:51 PM  
**Time Spent:** 00:10:43

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<tr>
<th>Q1: What is your age?</th>
<th>25 to 34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q2: What is your gender?</td>
<td>Female</td>
</tr>
<tr>
<td>Q3: How would you define an internship?</td>
<td>An opportunity to get a taste of many elements of working in a particular industry. To gain experience &amp; understanding of what is involved in working in that organisation / industry</td>
</tr>
<tr>
<td>Q4: What kind of internship did you do? Please enter details of the internship below.</td>
<td>Jobbridge</td>
</tr>
<tr>
<td>Q5: How long was your internship?</td>
<td>9 months</td>
</tr>
<tr>
<td>Q6: Did you have a good intern experience?</td>
<td>Yes &amp; No. I had a lot of responsibility. I ran a gallery on my own for 6 months so I gained amazing experience doing all aspects of gallery work. But no support, lunchbreaks, security. Lots of responsibility without any authority.</td>
</tr>
<tr>
<td>Q7: Did you have a mentor throughout your internship? Did they check-in with you on a regular basis?</td>
<td>Yes</td>
</tr>
<tr>
<td>Q8: Did you give feedback to the organisation you interned with after you finished?</td>
<td>Yes</td>
</tr>
<tr>
<td>Q9: How do you think internships could be improved?</td>
<td>Where I worked the job bridge is the only way they staff the organisation. An organisation should be limited to the amount of job bridge they can offer without giving anyone employment. I had to train in my replacement job bridge people. Ethically it’s all wrong.</td>
</tr>
<tr>
<td>Q10: Have you gotten a job since you completed your internship, and if so, do you feel the internship helped you to get this job?</td>
<td>No job but the amount of experience I gained has stood me in good stead through other events.</td>
</tr>
<tr>
<td>Q11: Are you familiar with Jobbridge’s guidelines?</td>
<td>Yes</td>
</tr>
<tr>
<td>Q12: What do you think of Jobbridge being extended to an 18 month duration per candidate for up to three internships?</td>
<td>Good to give someone a chance to try different things but in general is it not extending unemployment &amp; removing ‘real’ job ops that will be permanently be gone.</td>
</tr>
<tr>
<td>Q13: Do you think it is necessary for people to do internships to work in the Arts?</td>
<td>No</td>
</tr>
<tr>
<td>Q14: The eligibility criteria of the Jobbridge scheme has been widened recently to include internships on a one-to-one basis in the craft sector. What do you think about expanding this to the artist’s studio in relation to professional artists acting as mentors?</td>
<td>I am undecided on this</td>
</tr>
<tr>
<td>Q15: Would you like to remain anonymous? If not, please insert your details below (along with the details of the internship you completed)</td>
<td>Anon</td>
</tr>
</tbody>
</table>
Internship Survey

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1: What is your age?</td>
<td>18 to 24</td>
</tr>
<tr>
<td>Q2: What is your gender?</td>
<td>Female</td>
</tr>
<tr>
<td>Q3: How would you define an internship?</td>
<td>Short term (eg: 3-9 months), potentially unpaid or low wage employment, with focus on learning new skills and knowledge about the industry.</td>
</tr>
<tr>
<td>Q4: What kind of internship did you do? Please enter details of the internship below.</td>
<td>Unpaid Internship</td>
</tr>
<tr>
<td>Q5: How long was your internship?</td>
<td>8 months</td>
</tr>
<tr>
<td>Q6: Did you have a good intern experience?</td>
<td>Yes, I found the experience to be extremely interesting and what I learned had been invaluable.</td>
</tr>
<tr>
<td>Q7: Did you have a mentor throughout your internship? Did they check-in with you on a regular basis?</td>
<td>Yes</td>
</tr>
<tr>
<td>Q8: Did you give feedback to the organisation you interned with after you finished?</td>
<td>Not officially, although my mentor and I had a very good line of communication.</td>
</tr>
<tr>
<td>Q9: How do you think internships could be improved?</td>
<td>Perhaps if there was a database (on somewhere like the V-AI) that listed the relevant internships available around Dublin, but was navigable by what each job offered and included reviews by previous interns, in order to both create a community around internships and help searchers find one that most suited what they wanted to learn more about.</td>
</tr>
<tr>
<td>Q10: Have you gotten a job since you completed your internship, and if so, do you feel the internship helped you to get this job?</td>
<td>Yes, and I definitely think it was a big advantage.</td>
</tr>
<tr>
<td>Q11: Are you familiar with JobBridge’s guidelines?</td>
<td>Vaguely, but my internship wasn’t part of the Jobbridge scheme.</td>
</tr>
<tr>
<td>Q12: What do you think of Jobbridge being extended to an 18 month duration per candidate for up to three internships?</td>
<td>Not sure.</td>
</tr>
<tr>
<td>Q13: Do you think it is necessary for people to do internships to work in the Arts?</td>
<td>Yes, Comments: Because the scope of jobs in the arts is quite broad, as well as the approach to these jobs - many who go low arts these jobs are trained as artists and may not have formal training in, for example, cultural administration, internships are valuable training programs for learning new skill sets.</td>
</tr>
<tr>
<td>Q14: The eligibility criteria of the Jobbridge scheme has been widened recently to include internships on a one-to-one basis in the craft sector. What do you think about expanding this to the artist’s studio in relation to professional artists acting as mentors?</td>
<td>Excellent idea. Especially with regard to craft, it would function like any skilled apprenticeship and would greatly assist anyone trying to master their chosen skill and possibly even contribute positively overall to Ireland’s craft production.</td>
</tr>
</tbody>
</table>
Internship Survey

#71  COMPLETE
Collector: Web Link (Web Link)
Started: Wednesday, December 11, 2013 10:27:34 AM
Last Modified: Wednesday, December 11, 2013 10:44:59 AM
Time Spent: 00:17:24

PAGE 1

Q1: What is your age?  25 to 34

Q2: What is your gender?  Male

Q3: How would you define an internship?
I believe an internship (as originally the word meant) should be an opportunity to shadow a professional who works in an area that you would like to work in and who will show the intern how to work in that role.

Q4: What kind of Internship did you do? Please enter details of the Internship below.
JobBridge

Q5: How long was your internship?  9 months (JobBridge)

Q6: Did you have a good intern experience?
Mixed feelings. I learned a lot, but also felt that my skills were not used by my employer in a way that was not really under the internship's role. I spent a lot of time working on projects that I felt I wasn't hired for but that fit my past skills, and don't feel that I learned much more than I could have in 9 months of working for myself in a similar environment. I found it very difficult to feel part of an overall team when I knew I would be leaving after a short time, and when I was not treated as an equal footing as a paid member of staff.

Q7: Did you have a mentor throughout your internship? Did they check-in with you on a regular basis?
No

Q8: Did you give feedback to the organisation you interned with after you finished?
Yes.

Q9: How do you think internships could be improved?
I think that companies who can afford to pay employees should offer internships to begin with. I think that employers should be required to pay some of the fees for interns hired on the JobBridge scheme, and also think that employers could be competitive with this by paying more than €50 or more specialized internships. In this way, there would be more incentive to work for better internship providers, and interns would feel that they were part of a team, rather than an extra for a short period of time.

Q10: Have you gotten a job since you completed your internship, and if so, do you feel the internship helped you to get this job?
No. I returned to college and am now unemployed again. I do not feel the internship has helped me in my job search, and have struggled to remain employed.

Q11: Are you familiar with JobBridge's guidelines?
Yes.

Q12: What do you think of JobBridge being extended to an 18 month duration per candidate for up to three internships?
I think this is a terrible idea. It was very difficult mentally to see out a 6 month placement, particularly when you are the only unpaid member of a team. Staff rights outside, become very hard, and €50 on top of a daily payment is not very much. A longer stay on an internship would make this far more difficult. I had lost heart around 6 months into my internship and found it very difficult to continue to be motivated.

Q13: Do you think it is necessary for people to do internships to work in the Arts?
No

Q14: The eligibility criteria of the JobBridge scheme has been widened recently to include internships on a one-to-one basis in the craft sector. What do you think about expanding this to the artist's studio in relation to professional artists acting as mentors?
This is possibly a better move for interns than working in a many company environments, although I still think it would be mentally difficult for people to remain motivated working in this environment for 9 months. It could be a very good idea if the artists who gained an intern were well established.
#79

**Collector:** Web Link (Web Link)  
**Started:** Friday, December 13, 2013 5:51:13 AM  
**Last Modified:** Friday, December 13, 2013 5:56:39 AM  
**Time Spent:** 09:55:23

## Q1: What is your age?
25 to 34

## Q2: What is your gender?
Female

## Q3: How would you define an internship?
Working for free for an organisation in return for on the job training

## Q4: What kind of Internship did you do? Please enter details of the internship below.
Unpaid Internship

## Q5: How long was your internship?
9 months

## Q6: Did you have a good intern experience?
Yes and no. One of the internships I did was very worthwhile and the other was ok. Tasks were not very clearly defined and training was not really considered to be part of what the organisation was offering.

## Q7: Did you have a mentor throughout your internship? Did they check-in with you on a regular basis?
Other (please specify) A boss but not really a mentor

## Q8: Did you give feedback to the organisation you interned with after you finished?
Yes. After I left they took on the other intern that had been working with me and I found this out through someone else. I confronted them that this was not a very professional and they apologised.

## Q9: How do you think internships could be improved?
Guidelines might help to improve standards

## Q10: Have you gotten a job since you completed your internship, and if so, do you feel the internship helped you to get this job?
Yes. It helped a bit but not hugely.

## Q11: Are you familiar with Jobbridge’s guidelines?
Yes

## Q12: What do you think of Jobbridge being extended to an 18 month duration per candidate for up to three internships?
I think this is terrible. 18 months is a considerable contract and no free work should last that long

## Q13: Do you think it is necessary for people to do internships to work in the Arts?
No.

## Q14: The eligibility criteria of the Jobbridge scheme has been widened recently to include internships on a one-to-one basis in the craft sector. What do you think about expanding this to the artist’s studio in relation to professional artists acting as mentors?
Could be useful for artists’ studios and interns

## Q15: Would you like to remain anonymous? If not, please insert your details below (along with the details of the internship you completed)

*Respondent skipped this question*
Acknowledgements

Visual Artists Ireland is grateful to the artists, organisations and interns who participated in the research for this project. We are also extremely grateful for the help and support from the Internship Working Group; those who participated in the Working Group are:

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- Claire Power, Director, Temple Bar Gallery & Studios
- Gina O’Kelly, Managerial Administrator, Irish Museums Associations
- Jim Ricks, Artist
- Dr Josephine Browne, Head of School of Business and Humanities at Dun Laoghaire Institute of Art, Design and Technology

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